

Outreach Program; Cook

➤ Overview

Under the direction of the Outreach Program Coordinator, the Outreach Program Cook prepares meals either in their home or at the parish. These meals are either served at the parish or delivered to persons in need.

➤ Activities/Responsibilities

- Prepare meals according to guidelines set out by the parish.
- Meals prepared at Cook's home are frozen, then brought to the church for pick-up or served at the parish.
- Meals prepared at the parish are frozen for pick-up or served at the parish.
- Once meals have been prepared at the parish, Cooks are responsible for cleaning up the kitchen and leaving it as it was found.
- Cooks may be required to pick up necessary groceries.
- Cooks are required to pick up meal preparation pans from the parish as needed.
- Adheres to the schedule prepared by the Outreach Program Coordinator.
- Is responsible for advising the Outreach Program Coordinator in the event that the Cook is unable to prepare the meal on their scheduled date.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

➤ Skills, Experience, and Qualifications

- Is an active participant in parish worship.
- Must have good knowledge of basic food preparation.
- Must actively practice good hygiene and food safety while preparing meals.
- Has good organizational skills.

➤ Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Is honest, trustworthy and enthusiastic.
- Has the ability to work independently or as part of a team.
- Has a spirit of generosity and creativity.

➤ **Orientation and Training**

Standard Parish orientation program.

➤ **Participant Group**

Other Outreach Program Cooks.

➤ **Support, Supervision, and Evaluation**

The Outreach Program Coordinator is the first level of support, supervision and evaluation.

➤ **Length of Ministry Appointment**

___ year term.

➤ **Benefits and Working Conditions**

This will improve knowledge of food preparation.

Opportunity to perform community service and gain experience for the purpose of school or career advancement.

This is a volunteer position requiring a time commitment of ___ hours per week/ ___ hours per month.

Must be able to attend the orientation session and training sessions as required.

➤ **Screening Recommendations**

This is a General risk position (provided the Cooks do not interact with vulnerable persons).

Completion of a Volunteer Information Form is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Outreach Program;

Cook currently practiced at _____
(Parish Name)

Parish Volunteer Screening Committee

Pastor

Date

Prepared by: Archdiocese of Toronto