



Ministry Position: Outreach Program Cook

Date Last Reviewed: July 2019

◆ Position Overview

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

◆ Activities/Responsibilities

- Prepare meals according to guidelines set out by the parish
- At Home Cooks: Freeze and deliver meals to the church for pick-up or serving
- At Parish Cooks: Freeze meals at the parish for pick-up or serving
- At Parish Cooks: Clean up the kitchen after preparing meals, leaving it as it was found
- May be required to pick up necessary groceries
- Required to pick up meal preparation pans from the parish as needed
- Adhere to the schedule prepared by the Outreach Program Coordinator
- 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:
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◆ Skills, Experience and Qualifications

- 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



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- Desires to serve the community and to commit time and talents to this ministry
- Honest, trustworthy and enthusiastic
- Able to work independently or as part of a team
- Demonstrates a spirit of generosity and creativity

◆ **Screening Requirements**

This is a General Risk Position

Note: When volunteers work unsupervised with members of vulnerable communities, High Risk screening is required for this ministry position. An asterisk (*) identifies all High Risk screening requirements.

Before volunteering begins:

- Complete a Volunteer Application Form
- Attend interview and have personal references checked*
- Complete a Police Information Check *
- Complete appropriate training and orientation

After volunteering begins:

- There will be supervision and periodic evaluations
- An annual Offence Declaration and a new Police Information Check every 5 years*
- Participant follow-ups may be conducted*

◆ **Orientation and Training**

Standard parish orientation program, including AODA training.

◆ **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 with the ability to renew.
One-year term with the ability to renew (*High Risk)

◆ **Benefits and Working Conditions**



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- This will improve knowledge of food preparation
- Opportunity to perform community service and gain experience for the purpose of school or career advancement
- Must be able to attend the orientation session and training sessions as required
- This is a volunteer position requiring a time commitment of _____ hours per week/ _____ hours per month.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.

This Ministry Position Description accurately reflects the ministry of **Outreach Program Cook** currently practised at, _____ Parish.

Pastor's Signature

PASTOR NAME

**Parish Volunteer Screening
Coordinator's Signature**

COORDINATOR NAME

Date

Prepared by: Archdiocese of Toronto, Volunteer Screening Department