



Meal Site Volunteer

We are looking for volunteers to assist during our lunchtime hours. The individual will be helping in dispensing food and some light cleanup following for our senior center program. We need help on Mondays, Wednesdays, or Thursdays from 12-2pm. Locations are around Queens.

RESPONSIBILITIES

Direct and assist in dining room and serving station set up as needed for meal service

- Assist with setup of announcements and food stations.
- Sanitize tables, preset condiments, centerpieces, table coverings as assigned.
- Responsible for completing and verifying attendance roster
- Greet newcomers as well as regulars (host/ hostess)
- Help serve meals at congregate site
- Clean dining room carts, chairs, tables, and heating unit
- Work with volunteers in a cooperative manner to complete tasks on time

RESOURCES

Assistant will be trained and receive ongoing supervision.

TIME COMMITMENT

2 hours per assigned day; schedule to change for special events or holiday meals.

Hindi, Punjabi, Urdu, Gujarati, Bengali speakers a plus

If interested, please send a resume marked "Meal Site Volunteer" to:

Dr. Sourabh Khanna, Volunteer Manager

178-36 Wexford Terrace, 2nd Floor Jamaica, NY 11432

Email: sourabh.indiahome@gmail.com

Phone: 917-834-7895