

Volunteer Job Description

Position – **Nutrition Volunteer aka “Meal Magician”**



Purpose: Neighbor Up Brevard is seeking a nutrition volunteer to ensure our students at the Dorcas Outreach Center for Kids (DOCK) have healthy snacks during programming.

Key Responsibilities:

- Plan the monthly menus for healthy snacks for the DOCK and the DOCK Teen Center
- Create and maintain a calendar to be posted in each kitchen so the program aides will know what they serve daily
- Periodically assess the kids' food interests, and communicate the information to DOCK staff
- Coordinate with and provide oversight to volunteer groups who want to prep healthy food
- Monitor food inventory
- Make a produce purchase at the beginning of each week, or send a shopping list to the DOCK Director
- Communicate needed items with the grocery runner volunteers
- Seek the most cost-effective way of serving snacks (i.e. individually wrapped packaging, or larger containers of items that are split)
- Discern and plan using foods that are truly healthy (i.e. 100% fruit juice over fruit drinks)
- May be allowed to set up monthly SAMS order online, for approval by the DOCK Director
- Coordinate with the DOCK Garden Club leaders to discern the incorporation of club produce into snack time

Responsible to: DOCK Director and Volunteer Coordinator

Time Commitment: Two hours/week

Qualifications:

- Attendance at DOCK Volunteer Training session
- Successful background check/fingerprinting
- Have some formal education about nutrition
- Knowledge about food price comparison

Support: The DOCK Director and Volunteer Coordinator

Dress Code: Casual unless specified