



APPALACHIAN REGIONAL HEALTHCARE SYSTEM

Job Description: Hospitality Services Volunteer

Position Description:

Assist Hospitality Staff in any capacity within hospital guidelines to support patients, and staff and to help the unit operate smoothly

Directly Responsible to: Volunteer Services Program Manager

Indirectly Responsible to: Director of Hospitality Services

Major Service Functions:

- Provide support to kitchen staff which includes dishwashing, kitchen preparation, and operating cafeteria reception
- Assist in setting up food bars before the opening of the cafeteria
- Stock and re-supply items in the cafeteria
- Maintain cleanliness of cafeteria and dining room
- Perform other duties as required to assist cafeteria staff

Qualifications:

- Ability to walk and stand for extended periods
- Ability to lift up to 40 pounds
- Excellent interpersonal skills; ability to support other staff members
- Excellent communication skills; ability to communicate professionally with patients and family members
- Self-motivated; able to take initiative

Training:

- The volunteer in this position must attend a volunteer orientation and complete a competency-based checklist. The volunteer is trained on the unit by designated staff.

Hours:

One 4-hour shift per week. The commitment of 100 hours over an indeterminate length of time