



## Volunteer Position Job Description

**Event:** 27<sup>th</sup> Annual Jazz Champagne Brunch

**Job Title:** Kitchen Staff

**Date:** Sunday, September 15, 2019

**Time Commitment:** 9:30am – 12:30pm

**Location:** 345 4<sup>th</sup> Ave. Venice, CA 90291

**Contact Person(s):** Myrna Bohan, (310)573-8407 or [mbohan@vchcorp.org](mailto:mbohan@vchcorp.org)

**Primary Responsibility:** Food prep and dishwashing

### Key Responsibilities:

- Food prep
- Ensuring brunch buffet is replenished as needed
- Scrape/wipe rented dishes and rinse rented glasses and place in crates(no washing or drying required)
- Other duties as assigned

### Qualifications:

- Reliable, responsible, and polite
- Ability to lift 10 lbs

**Support:** Training for this position will be provided day of event

**Age Requirement:** 14+

**Dress Code:** T-shirt will be provided (or you may wear your own white shirt) and black bottoms (pants, skirt, or shorts, jeans ok). Closed-toe shoes recommended.

**Additional Information:** Lunch will be provided