



## Volunteer Position Job Description

**Event:** 26<sup>th</sup> Annual Jazz Champagne Brunch

**Job Title:** Kitchen Staff

**Date:** Saturday, September 14th, 2019

**Time Commitment:** 9am – 1pm

**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:** Set up Kitchen and Serving areas

### Key Responsibilities:

- Food prep
- Setting up kitchen tables
- Setting up Buffet Tables
- 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+

**Additional Information:** Lunch will be provided