



**Portage Public Library  
Volunteer Job Description  
Summer Lunch Program Volunteer**

**General Purpose:** To serve lunch to children during the Summer Lunch Program at the library.

**Duties:** Food safety and data entry are the primary duties for this job.

- Tallying meals served, meals remaining. Collecting data for the library on meals served, days of the week and number of meals offered.
- Handing out an entree, vegetable/side and a milk.
- Use proper food handling guidelines to serve the food to children who come in to eat.
- Offering condiments, particular to each meal.
- Requiring kids eat at the library.
- Maintaining control of the children in the Bidwell Room.
- Placing uneaten food in coolers, back in the lobby vestibule for pick-up.
- Wiping down the kitchen, tables and chairs and sweeping or mopping up messes on the floor, once children are finished.

**Time Required:** One hour per day, between 11 a.m. -12 p.m., Monday through Friday for the summer months (June-August), while Portage schools take their summer break.

**Training Required:** Instructions on the rules of the program. Tallying data on meals served or returned.

**Supervisor: Debbie Bird**

**03/11/2024 db**