



Roles and Responsibilities of an USMAA Volunteer

November 2019 by Ruzna Shums (Secretary)

1	Time/s	Morning/Afternoon Kitchen Volunteer
	9 am - 12 pm or	rinse and wash containers, pots, bowls, plates and other utensils
	12 pm - 3 pm	peel and cut onions, potatoes, vegetables, fruits
		wash rice
		deshelling eggs
		wash and cut meat into smaller size pieces (if required)
		other general duties e.g. lifting and emptying pots

2	Time/s	Evening Kitchen Volunteers
	5 pm – 8.30 pm	wash rice
		general cooking assistance to the chef
		lift and empty pots
		Pre wash plates on before serving
	general washing up and cleaning the kitchen	

3	Time/s	Night Kitchen Volunteers
	8 pm – 10 pm or	help with service
	7.30 pm - 11 pm	Lay the buffet table
		identify and replenish food to dishes as and when required
		wash plates on the designated machine for plates
		wash pots, serving dishes/sawans, chaffing dishes and other utensils used during the dinner service

4	Time/s	Kids' Volunteers
	6.30 pm – 8.30 pm or	Monitor the kids in the cinema and kids' rooms and prevent them from roaming out
	7.15 pm – 8.30 pm	Assist the Entertainer with the kids' activities and games

5	Time/s	Face painting / Henna / Balloon Twisting volunteer
	6.30 pm – 8.30 pm or	materials to be provided by USMAA
	7.15 pm – 8.30 pm	Apply skills

6	Time/s	Hall Volunteers
	11 pm – 1 pm	move furniture (tables, chairs, etc)
		help with décor
		set-up kids' rooms
		set-up Reception table
		set-up Tea/coffee areas for males and females
	set-up refreshments/appetisers on tables e.g. drinks, chips etc	