

Dinner Coordinator Job Description for Dapperhuis

About Taste Before You Waste

Taste Before You Waste is a foundation based in Amsterdam with the mission to reduce consumer food waste by providing citizens with the inspiration, knowledge and opportunity for responsible and waste-free consumption. We collaborate with Dapperhuis for community dinners by hosting donation-based events such as foodcycle markets, wasteless Thursday dinners showcasing that the food that is currently regarded as waste is actually delicious and valuable.

Activities

The Dinner Coordinator is responsible for making sure our Wasteless dinners run smoothly. They are the contact between volunteers, Dapperhuis manager and other TBYW team members.

- Welcoming volunteers for the cooking and serving shifts, explaining to them their roles, communicating the rules around food safety and how TBYW needs to operate in Dapperhuis location.
- Directing volunteers about what they need to prepare for food, how they need to set up the dining room, how to serve guests, etc.
- Measure the food we collect each week and document it for our reporting
- We are looking for a **Dutch speaker** as the guest are neighborhood people who predominantly speak dutch.
- Ensure the dining room and storage are left in a clean state at the end of every dinner shift
- Responsible for all our operational documents: ensure all food safety documents are filled out for each shift, ensure donations are documented for each dinner/event, ensure cleaning checklists have been completed
- Managing our online volunteer platform, making sure our events are properly staffed with TBYW team members and volunteers, sharing new volunteer opportunities through our communication channels, ensuring volunteers cancel their shift appropriately, etc.

Expected weekly time commitment: 10 hours/week

- 8 hours: Fixed shift every Thursday at Dapperhuis Amsterdam. Work with volunteers from 13:00-21:00 during our weekly Wasteless dinners
- 1 hours: reaching out to volunteers, updating the volunteer platform with new events/shifts, keeping track of volunteer participation
- 1 hour: manage social media platforms, coordinate with other TBYW team members any communication or requests or questions received on social media to share helpful food-related content on social media platforms to show the ways food/ food waste can be used in new and tasty ways

We are looking for someone to commit weekly to working in this role for the remainder of our second semester of 2026 (September 3rd - December 31st, 2026) with the possibility to extend into the 2027 first semester (January - June).

Your Experience

- Experience managing or overseeing people with the ability to give instructions and guide others to perform a task
- Some understanding of restaurant/catering operations to make sure food is handled appropriately and ensure kitchen cleanliness
- SVH certification or willingness to pass the exam a huge benefit
- Clear communication and time management
- Good understanding of interrelated activities and the ability to ensure dependencies are handled proactively
- Consistent availability on Wednesdays for our dinners, particularly in the afternoons and evenings, and flexibility to attend other events where volunteer management is needed

Compensation

While we are a volunteer-run organization, there are certain roles that are essential to the smooth and regular operation of the foundation. The Dinner Coordinator is one of these roles and we therefore offer volunteer pay (vrijwilligersvergoeding) for this role. This is in line with Dutch rules, meaning we compensate €5.60 per hour up to €210 per month, with a maximum of €2100 per year.

If interested, please fill out the Google Form by August 20th. We will hold interviews in the weeks following the application deadline with a swift start on September 3rd, 2026