

Volunteer Position Description

Role Title	GROUP SUPPORT VOLUNTEER – KITCHEN ASSISTANT
Reports To	Group Facilitator/Volunteer Support Officer (VSO) and /or Community Development Officer (CDO) or CDSO as applicable Overall governing body - Management Committee
Time Commitment	Scheduled times for events or group sessions Additional hours for Centre kitchen cleaning (twice per year)
Working Environment	Centre Kitchen Green Initiatives- sustainable and environmental issues
Key working relationships	Volunteers, staff and program and events coordinators
Role objective	To perform general kitchen duties, including food preparation and serving of meals and maintaining clean working area to delivery flexible catering options for customers.
Primary responsibilities	<ol style="list-style-type: none"> 1. Comply with Centre policies, procedures and guidelines. 2. Attend training, meetings and get-togethers as scheduled. 3. Adhere to and demonstrate the sustainability and environmental requirements of the Centre. 4. Ensuring kitchen duties are performed for events by; <ul style="list-style-type: none"> • Assisting as needed in preparation and serving of meals in a timely manner • Assisting with general kitchen cleaning duties as required • Preparing rooms for meal service, if applicable • Welcoming and assisting clients, volunteers and the public to the centre • Cleaning up meal area and tables and chairs • Ensuring all foods and drinks are hygienically and safely prepared and stored in accordance with the appropriate food safety • Ensure safe and secure storage of consumables • Assisting with the smooth operation of the service by communicating issues with relevant staff

SKILLS, KNOWLEDGE & ATTRIBUTES

Essential	<p><i>List the skills, knowledge and attributes required for the role, below is an example</i></p> <ul style="list-style-type: none"> • Good communication skills • Ability to work under minimal supervision and manage time effectively • Ability to relate to people from diverse backgrounds • Knowledge of Safe Food Handling requirements • Knowledge of food preparation • Awareness and understanding of safe work practices • Good organisation skills • Ability to work effectively in a team environment • Be adaptable and accepting of changes or new requirements, as needed • Demonstrated customer service standards and principles • Ability to maintain confidentiality
Desirable	<ul style="list-style-type: none"> • Ability to manage difficult situations and conversations • Awareness of Workplace and Health & Safety and the requirements of Equal Opportunity Act and Disability Discrimination Act • Awareness of inclusivity and diversity of visitors and their issues • Previous experience in community/commercial kitchen experience • Experience with nutritious and tasty meals
Mandatory requirements	SAPOL – police check
Training	

I have read and understood this Volunteer Position Description (PD) and agree to abide by all the conditions as outlined within it. I also understand that this PD may be updated from time to time with consultation.

Print Name (Volunteer):

Signed (Volunteer): _____

Date: .. / .. /

Title of Position Description	Group Support Volunteer – Kitchen Assistant	
Approved by	Name: Lucy Richardson/Sonya Kling	Date: October 2021
Date Reviewed		