



ALDINGA COMMUNITY CENTRE

VOLUNTEER KITCHEN HAND POSITION DESCRIPTION

Volunteer Kitchen Hand

Volunteers play an important role at Aldinga Community Centre through giving their time and skills freely to make a difference in local communities. With over 60 volunteers involved in many different programs, we are committed to providing a rewarding and mutually beneficial volunteering experience. We follow best practice in volunteer management through adopting the Volunteering Australia National Standards.

The Volunteer Position Description is designed to ensure that the aims and objectives of each program are being met, the rights of volunteers and clients are protected, and there is a clear understanding of the activities to be undertaken by the volunteer.

Position Title	Kitchen Hand
Section:	Community Meals
Reports To:	Community Development Officer through Kitchen Supervisor

Program Purpose	To provide the community with healthy and enjoyable meals in a social atmosphere.
Volunteer Hours:	
Days:	
Times:	
Purpose:	To provide support to the catering team in the preparation of nutritious hot meals at the Centre.

Responsibilities	<ul style="list-style-type: none"> ▪ Ensure appropriate clothing and safe footwear is worn while on duty. ▪ Assist in food preparation and meal service. ▪ Ensure kitchen remains clean and tidy. ▪ Provide a safe working environment for all kitchen users. ▪ Ensure correct use of all kitchen equipment and appliances. ▪ Ensure safe food handling is practiced by everyone. ▪ Compliance with Centre policies and procedures with respect to Equity and Diversity and Work, Health and Safety and Injury Management. ▪ Work within the guidelines of this Position Description and adhere to all policies, procedures and guide lines pertaining to the volunteer role, in particular the Volunteer Management Procedure, Volunteer Work Agreement and the Volunteer Code of Conduct. ▪ Willingness to attend regular training and other meetings for volunteers. ▪ Other duties as requested by the Community Development Officer.
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Key Attributes:	<ul style="list-style-type: none"> ▪ National Police Certificate. ▪ To work as a member of a team.
<i>Knowledge</i>	<ul style="list-style-type: none"> ▪ Knowledge of customer service principles and practices. ▪ Knowledge of safe food handling practices.
<i>Skills & Abilities</i>	<ul style="list-style-type: none"> ▪ Ability to adhere to WH&S principles and practice. ▪ Ability to relate to people from a wide range of backgrounds. ▪ Ability to work in a team environment. ▪ Understand and maintain confidentiality regarding clients. ▪ Provide support and feedback to Kitchen Supervisor.

<i>Experience</i>	<ul style="list-style-type: none"> ▪ Previous experience in catering, either in a paid or voluntary capacity is desirable.
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Qualifications:	Not Required
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Training:	<ul style="list-style-type: none"> ▪ Volunteers will be provided with an induction, induction kit and site orientation visit. ▪ Ongoing training as determined by the Centre Coordinator or Volunteer Co-ordinator
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Benefits:	<ul style="list-style-type: none"> ▪ Opportunity to gain skills and experience through working as a volunteer within the City of Onkaparinga. ▪ Participation in volunteer recognition events. ▪ Training and personal development opportunities ▪ Pre-approved out-of-pocket expenses reimbursed. ▪ Personal Accident Insurance coverage for volunteers registered with the Council. ▪ Personal satisfaction
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This position description accurately reflects the responsibilities, duties, skill requirements and training needs for the position.

This position description reflecting the responsibilities, duties and skill requirements for the position, has been read, understood and agreed to by volunteer.

Name of Volunteer	
Signature	
Date	

Centre Representative Name	
Signature	
Date	