



ALDINGA COMMUNITY CENTRE

VOLUNTEER KITCHEN SUPERVISOR POSITION DESCRIPTION

Volunteer Kitchen Supervisor

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 Supervisor
Section:	Community Meals
Reports To:	CDO through Volunteer Co-ordinator

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

Responsibilities	<ul style="list-style-type: none"> ▪ Ensure appropriate clothing and safe footwear is worn by all catering volunteers. ▪ Provide clear communication and instructions to kitchen volunteers. ▪ Provide a safe working environment for all kitchen users. ▪ Ensure correct use of all kitchen equipment and appliances and any chemicals required to maintain equipment. ▪ Ensure all food is stored labelled and dated correctly. ▪ Ensure safe food handling is practiced by everyone. ▪ Supervise and support kitchen volunteers. ▪ Maintain client confidentiality. ▪ Compliance with Centre policies and procedures with respect to Equity and Diversity and Occupational Health, Safety and Welfare 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 CDO
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Key Attributes:	<ul style="list-style-type: none"> ▪ National Police Certificate. ▪ An understanding of special dietary needs of older people.
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	<ul style="list-style-type: none"> ▪ Ability to work independently and with limited supervision. ▪ To work as a member of a team.
<i>Knowledge</i>	<ul style="list-style-type: none"> ▪ Knowledge of customer service principles and practices. ▪ Sound knowledge of safe food handling practices.
<i>Skills & Abilities</i>	<ul style="list-style-type: none"> ▪ Ability to adhere to OHW&S principles and practice. ▪ Ability to relate to people from diverse backgrounds. ▪ Ability to work in a team environment. ▪ Understand and maintain confidentiality regarding clients. ▪ Provide supervision and support to kitchen volunteers. ▪ Liaise with staff and provide feedback
<i>Experience</i>	<ul style="list-style-type: none"> ▪ Previous experience in catering, either in a paid or voluntary capacity is desirable.

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 Development Officer.
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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	