

## Volunteer Position Description

Program	Community Restaurant
Volunteer Title	Restaurant Assistant Volunteer
Reporting to	Community Restaurant Coordinator

### Purpose:

Community Restaurant Assistant Volunteers assist to set up the table, greet people and make them comfortable, prepare and serve lunch and clean up afterwards. Volunteers also help clients to get on and off to our Community Bus before and after lunch.

### Role Responsibilities

- Set up the dining room by arranging chairs and setting up tables in a restaurant style.
- Welcome clients and assist them for a comfortable seating.
- Assist serving 3 course meals and clearing tables in between and after lunch.
- Be attentive to assist clients when necessary
- Ensure that the Seniors' Centre dining area is left in a clean and tidy state
- Assist bus clients getting on and off the community bus.
- Follow the restaurant Volunteers' activities guideline at all time.

### Qualifications

- Friendly, pleasant and caring
- Physically active and fit for being on your feet for 2.5 hours.
- Able to follow safety and hygiene procedures at all times
- Able to work as a team, reliable and committed and having a sense of humor.

### Benefits

- Providing the opportunity to meet people and socialise while enjoying a nutritious meal.
- Meet and work with in a team and know other interesting people
- Gain food service skills which would be beneficial to career progression.

**Background Checks**      National Police check and Reference check

**Commitment**                      Minimum 6 months for a weekly or fortnightly

<b>Scheduling</b>	Tuesdays	11.30 am - 2.00 pm and/or
	Fridays	11.30 am - 2.00 pm

**Volunteer Role**                      Seniors' Centre at Mosman Council.  
**Location**

**Work Health and Safety Responsibilities:**

As a Volunteer of Mosman Council, you must:

- Take reasonable care for your own health and safety
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
- Comply, so far as you are reasonably able, with any reasonable instruction that is given by Mosman Council (to comply with its responsibilities under the WHS Act)
- Co-operate with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to volunteers
- Participate in training
- Keep the workplace safe, clean and tidy
- Cooperate with Site Safety Rules
- Cooperate with safe work method statements, standard operating procedures and controls
- Report all incidents, near misses and injuries
- Participate in emergency response rehearsals and reviews
- Report hazards
- Wear and maintain provided Personal Protective Equipment (PPE)

**Acknowledgement:**

I have read and understand the contents of this position description and undertake to meet the responsibilities in an appropriate manner.

Volunteer's Name (printed):.....

Volunteer's Signature:.....      Date:.....

Volunteers Office/  
 Program Coordinator:.....      Date:.....