

Volunteer Position Description

Program	Mosman Food Services
Volunteer Title	Community Restaurant Kitchen Assistant
Reporting to	Community Restaurant Coordinator & Food Services Coordinator
<p>Purpose: To assist in setting up the Community Restaurant (Mosman Square Seniors' Centre) for Seniors' lunch. To wash-up and operate dishwasher in the Community Restaurant kitchen during that lunch time.</p>	
Role Responsibilities	<ul style="list-style-type: none"> To set up tables and chairs for the Community Restaurant To rinse crockery, cutlery, glasses, wash catering trays, load and unload dishwasher in Community Restaurant kitchen during lunch To leave kitchen clean and tidy after lunch
Qualifications	<ul style="list-style-type: none"> Physical fitness, as some heavy lifting is involved Punctuality, reliability and commitment Ability to follow Work Health & Safety and Food Safety procedures at all times
Benefits	<ul style="list-style-type: none"> Working within a friendly team of staff and volunteers in the Community Restaurant Gaining skills for a career in Food Services and/or Community Services
Background Checks	National Police check/Reference Check
Commitment	<p>Three hours on either a Tuesday or Friday (or both) for minimum 3-6 months</p> <p>Comply with Mosman Council WHS Corporate Practice and report any near misses</p> <p>Comply with risk management approach and hazard reporting procedure</p>
Scheduling	Every 3 rd Tuesday (Brunch Club) 11:30am – 2:00pm; and Fridays 11.30am – 2.00pm
Volunteer Role Location	Seniors' Centre at Mosman Council

Work Health and Safety Responsibilities: (as per Volunteer Manual pages 10 & 11).

As a Volunteer of Mosman Council, you have to:

- 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, hazards, near misses and injuries to your program coordinator with 24 hours and assist in completing an incident report form.
- Participate in emergency response rehearsals and reviews.
- Wear and maintain provided Personal Protective Equipment (PPE).
- Manual Handling.

Medical conditions:

- It is the responsibility of the Volunteer to inform Council staff, if at any time you are prescribed medication and/or acquire a medical condition, injury or illness that may affect your ability to perform your volunteering role.
- A medical certificate may be requested before you can begin or resume the volunteer role, which should state any limitations to your capability. The Volunteer Coordinator/Program Coordinator may attempt to adjust the role accordingly, however this may not be possible and you may be referred to a different volunteer position or requested to take time to recover.

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:.....