

Volunteer Position Description

Program	Community Lunch & Learn
Volunteer Title	Community Care Event Assistant
Reporting to	Care Programs Coordinator
Purpose:	
Community Care Event Assistant help with the monthly event called “Community Lunch & Learn” and assist to set up the table, greet people and make them comfortable, prepare and serve lunch and clean up afterwards.	
Role Responsibilities	<ul style="list-style-type: none"> • Assist serving light refreshments 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 • Follow the restaurant Volunteers’ activities guideline at all time.
Qualifications	<ul style="list-style-type: none"> • Friendly, pleasant and caring • Physically active and fit for being on your feet for 1.5 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	<ul style="list-style-type: none"> • 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
Scheduling	Mondays once a Month from 11.45 am - 1.15 pm

Volunteer Role Seniors' Centre at Mosman Council.
Location

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:.....