

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

Scheduling 3rd Tuesday per month (Brunch Café) 11.30 am - 2.00 pm
and/or
Fridays 11.30 am - 2.00 pm

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:.....