

Volunteer Position Description

Program	Mosman Meals
Volunteer Title	Mosman Meals – Driver and Helper
Reporting to	Food Services Coordinator

Purpose:

Mosman Meals has been operating through Mosman Council for over two decades providing nutritious home-delivered meals to older adults who need assistance. Volunteer drivers and helpers are assisting the team to ensure clients are receiving the food delivery at home on time. Volunteers assist in this program on a weekly, fortnightly, monthly and some of them are on emergency basis. This role is involved meeting clients, carrying eskies/baskets, delivering appropriate meals according to run sheet and also report back to the team if they notice any concerns or absence of clients.

Role

- Collect Eskies containing meals, baskets and soup containers from the Mosman Meals kitchen
- Deliver appropriate meals to each client as per 'run' sheet
- Make note of any concerns and report on return to the Coordinator
- Inform Coordinator as soon as possible if unable to work on your rostered day
- Follow the Mosman Meals Volunteer's activities Guidelines at all time.

Qualifications

- Current driver's license and use of a reliable car (if driver)
- Good communication skills and patience for older people
- Reliable and committed
- Reasonable level of fitness
- Flexibility and ability to deal with all types of weather

Benefits

- Satisfaction of providing a service where older people of our community will benefit.
- Access to training and workshops
- Opportunity to work with other people
- Reimbursement to drivers for petrol in line with Volunteers reimbursement Policies.

Background Checks

National Police check/ Working with Children Check/ and Reference check

Commitment

Minimum 6 months.
This role will be reviewed after 6 months to continue further.

Scheduling	Up to 2 hours per time from 11:00am; weekly/fortnightly/as required
Volunteer Role Location	Senior Centre, Mosman Council & Various locations

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:.....