

## Volunteer Position Description

<b>Position Title</b>	Kitchen Volunteer
<b>Position Purpose</b>	To assist our kitchen team in packing the cooked meals and then help with the clean-up so that the kitchen is ready for the next day.
<b>Reporting To</b>	St. Merkorious Charity Staff – 0478 760 450
<b>Position Responsibilities</b>	<ul style="list-style-type: none"> <li>• Pack cooked meals &amp; label each tray</li> <li>• Load and unload dishwasher</li> <li>• Disinfect kitchen tops and tables</li> </ul>
<b>Commitment Requested</b>	<p>A minimum of 3 hours on a weekday is requested between 7.00 am – 2.00 pm Monday-Friday. A minimum commitment of 3 months requested.</p> <p>The rostering of hours and days will be negotiated to meet the availability of the volunteer and the needs of the service.</p> <p>St. Merkorious Charity is committed to Volunteering Australia’s National Standards for Involving Volunteers. Hence the engagement of ongoing volunteers is generally restricted to a maximum of 16 hours per week.</p>
<b>Training Provided</b>	General induction
<b>Position requirements (Skills, qualifications &amp; experience)</b>	<ul style="list-style-type: none"> <li>• Ability to interact with the kitchen team and complete a task independently</li> <li>• Able to work within required Health and Safety guidelines</li> <li>• Should be able to do some light lifting, moving food supplies &amp; lift trays to storage locations</li> </ul>
<b>Background Checks</b>	Working with Children Check (preferred but not required)

## Volunteer Applicant Declaration

You and your St. Merkorious Charity manager, or delegate, have discussed, read and understood this Volunteer Position Description and agree that you will work within the position responsibilities detailed.

Volunteering at St. Merkorious Charity is dependent on the results of background checks that are detailed in this volunteer position description. St. Merkorious Charity reserves the right to prohibit an individual from volunteering if background checks are not to the organisation’s satisfaction.

In addition, you are required to provide full and up to date disclosure to St. Merkorious Charity in respect to any matter which may affect your capacity to perform the duties associated with the role and in this regard but not limited to, the capacity to interact with children and vulnerable people, and deal with sensitive financial or personal information.

