



## VOLUNTEER ROLE DESCRIPTION

<b>VOLUNTEER ROLE</b>	Cook/Kitchen Hand
<b>PROGRAM</b>	Social Connections and In Home Coolibah Centre
<b>DIRECTORATE</b>	Aged Care
<b>REPORTS TO</b>	Regina Ryan, Program Lead
<b>VOLUNTEER HOURS</b>	Monday to Thursday 11am - 2pm

### ORGANISATIONAL PURPOSE

The Brotherhood of St Laurence (BSL) employs over 1200 staff and is supported by approximately 1200 volunteers. Our work is focused in Melbourne and Victoria but branches out through our partners to every state and territory in Australia.

In contemporary Australia, poverty and disadvantage have a strong geographic dimension. The focus of our work is increasingly on places as well as groups of people experiencing hardship such as early school leavers and the unemployed. We create programs which prevent and alleviate poverty during four key life transitions: childhood, adolescence, midlife and retirement.

One of our priorities is to work with state and federal governments and other community organisations to scale up our successful programs. The Brotherhood's approach is informed by the best evidence, including the work of our own research and policy department.

### DEPARTMENTAL PURPOSE

The Brotherhood of St Laurence Aged Care Social Connections Hubs operate in a number of location across Melbourne.

BSL Social Connections Hubs provide a place for members to socialise, take part in activities that focus on wellbeing and connect with community support workers to ensure they are getting the support they need to continue living independently within the community.

### PROGRAM PURPOSE

The Coolibah Day Centre is a BSL Social Connection Hub located in Fitzroy. The day centre is a friendly and home-like environment for older people living in the Fitzroy area to socialise, partake in a variety of wellness and reablement activities and liaise with community support workers.

### ROLE PURPOSE

In this role, you will assist Coolibah staff to set up the lunch area for members, prepare the meal and clean up after the lunch. This role will involve menu planning and full access to Coolibah's onsite industrial kitchen.

## **ROLE TASKS**

- Kitchen operational duties including set-up, pack-up and cleaning as required
- Food preparation, following relevant safe food handling procedures
- Demonstrated capacity to work in a team environment
- Work within the food safety and quality standards
- Undertake BSL food handling online courses

## **WE ARE LOOKING FOR**

We are looking for someone with:

- Previous experience or knowledge of working in a kitchen environment
- Experience or knowledge of meal planning, preparation and food standards
- Commitment and interest in working with older people from diverse cultural communities
- Well-developed interpersonal and communication skills with the ability to relate and interact well with older people
- Commitment to completing the relevant BSL food handling training
- Demonstrated capacity to work in a team environment
- Commitment to the mission, objectives and ongoing development of the program
- Understanding of and commitment to the values and ideals of the BSL

## **ORGANISATIONAL RELATIONSHIPS**

Internal Liaisons: Business Support Assistant, Community Support Workers, Program Lead and Welfare Worker

External Liaisons: Coolibah participants

## **CONDITIONS OF VOLUNTEER INVOLVEMENT**

1. This role requires a Police and Working with Children check, an Aged Care Stat Dec and an NDIS Screening Check. Your volunteer role will not begin until the necessary checks are complete.
2. This role also requires completion of three food safety certificates. BSL will assist you to obtain these certificates at no cost to you.
3. Volunteers are requested to take responsibility for their own and others' workplace health and safety and to adhere to policies which keep the Brotherhood of St Laurence a workplace committed to equal opportunity, free from discrimination and harassment.
4. All Brotherhood volunteers must be eligible to volunteer in Australia.

## **AGREEMENTS**

I understand that I am a volunteer who contributes my time and effort without expectation of remuneration.

I understand that as a volunteer I am required to adhere to Brotherhood of St Laurence policies, procedures and the code of ethical behavior.

In the event of injury sustained in performing my volunteer role I understand that I can make a claim against the Brotherhood of St Laurence's insurance policy for 85% of my non-Medicare costs up to the relevant policy maximums. Activities taken on my own initiative outside of this role are at my own risk.

I undertake to keep all personal or sensitive information about customers and participants, other volunteers and the BSL team in the strictest confidence by only discussing such details within the bounds necessary to undertake my duties and responsibilities as a volunteer with the Brotherhood of St Laurence.

Volunteer Name: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_