



VOLUNTEER ROLE DESCRIPTION

VOLUNTEER ROLE	Kitchen Hand Assistant – Banksia Carrum Downs
PROGRAM	Social Connections Program
DIRECTORATE	Aged Care
REPORTS TO	Program Coordinator
VOLUNTEER HOURS	Ideally Mon-Fri from 10-2pm

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 Aged Care Division at the Brotherhood of St Laurence provides residential services and independent living accommodation for people on low incomes and home-based services for older people and people with disabilities living in their own homes.

PROGRAM PURPOSE

The Banksia Centre in Carrum Downs offers a range of social activities and group outings to improve socialisation, decrease loneliness and improve general wellbeing. Members are encouraged to pursue past interests such as gardening or other outdoor hobbies. Art and music therapy, indoor bowls and board games are also on offer.

Community involvement is emphasised to promote wellbeing and social connections. Carers can also put their mind at ease and take a break while the Banksia Centre care for their loved ones.

POSITION PURPOSE

We are currently seeking volunteers who enjoy working with the elderly to assist with food preparation as a kitchen hand assistant.

ROLE TASKS

- Assist with food preparation eg heating and serving meals for approximately 30 clients
- Assist with basic kitchen hand duties eg clearing away meals
- Help to maintain the kitchen at standard in line with our Food Safety program.

WE ARE LOOKING FOR

We are looking for someone with:

- A food safety certificate and/or willingness to complete an online two-hour food handling course
- Genuine commitment and interest in working with older people and people with disabilities.
- Food handling experience.
- Ability to work well with others and take instructions.
- Understanding of and commitment to the values and ideals of the BSL.
- Willingness to undergo satisfactory checks.

ORGANISATIONAL RELATIONSHIPS

Internal Liaisons: Brotherhood volunteers, employees and Banksia residents

External Liaisons: Members of the public including residents' visitors

CONDITIONS OF VOLUNTEER INVOLVEMENT

1. This role requires Police Check, National Disability Insurance Scheme and Aged Care Statutory Declaration checks. Your volunteer role will not begin until the necessary checks are complete.
2. 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.
3. 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: _____