



## Canteen/Food Services volunteer

### Description of Canteen/Food Services volunteer role

<b>Functional Title:</b> Canteen/Food Services volunteer	<b>Department:</b> Food Services
<b>Date:</b> October 2017	<b>Location:</b> Multi-campus
<b>Lead by:</b>	<ul style="list-style-type: none"> <li>• Food Services Supervisor</li> </ul>
<b>Collaborates with:</b>	<ul style="list-style-type: none"> <li>• Food Services Assistants</li> </ul>
<b>Key working groups</b>	<ul style="list-style-type: none"> <li>• Beaconhills Food Services</li> </ul>
<b>Hours</b>	<p>Volunteers will be rostered according to their preferred day/frequency where possible. We will do our best to accommodate requested days; however, occasionally it may be difficult to accommodate everyone's individual preferences.</p> <p>Hours = Minimum short two hour shifts 10am–12pm, or longer four hour shifts 10am–2pm are available during the school term.</p> <p>We understand that it may be difficult to adhere to these times exactly, so please let us know if you need to come in late or leave early. Due to limited staff resources in the canteen, volunteers are an essential part of the team and every minute counts.</p> <p>If you are unable to make your shift please contact:</p> <ul style="list-style-type: none"> <li>- Food Services Supervisor Pakenham 5945 3070 or;</li> <li>- Berwick 8768 1109 or;</li> <li>- Reception 1300 002 225 Pakenham ext. 3070 or Berwick ext. 1109, to let us know at your earliest convenience</li> </ul>

#### Key duties

Volunteer duties vary depending on the day and the requirements of that particular day. The Food Services Supervisor is responsible for assigning duties to each volunteer. Volunteer duties generally include but are not limited to:

- Serving at recess and lunch time
- General food handling
- Labelling and sorting lunch orders
- Order preparation i.e., coffee, toasting sandwiches, preparation of sandwiches and salads
- Packaging/ portioning meals
- Restocking food and beverage items
- Assembling in-house, pre-packaged snacks for sale, as required
- Washing, drying and putting away equipment/ utensils
- General cleaning and tidying
- Recognise good manners and healthy choices
- Role modelling acceptable behaviour and language
- Adhering to the policies of the Canteen, including Healthy Food Policy; Workplace Health & Safety; and Food Safety, as outline by the Food Services Supervisor

#### Inherent physical requirements

The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this volunteer role. While performing the duties of this role, the volunteer is frequently required to:

- stand constantly
- walk
- use hands to finger, handle, grip or feel
- reach with hands and arms
- look up and down
- bend
- talk
- hear
- The volunteer will be working in a kitchen environment, where heat and food odours are present.
- The volunteer is may be required to lift and/or move heavy items
- Ability to undertake repetitive arm movements and manual dexterity
- Ability to read computer screens and printed documents
- Ability to communicate clearly for telephone and face to face communication
- Specific vision abilities required for this position include close vision, distance vision, colour vision and depth perception.
- Please make it known to the Food Services Supervisor if you have any allergic or anaphylaxis conditions which food handling or contact may exacerbate.

#### **Skills/attributes**

- Interested in food and/or nutrition
- Interested in health & wellbeing
- Ability to work as part of a team
- Ability and willingness to accept policy directives
- Good oral and written communication skills, including ability to communicate with children, parents and the College community
- Demonstrate the College values of Integrity, Compassion and Respect

#### **Opportunities/benefits**

- Parental Assistance program recognition credit as per the annual allowance.
- Learn barista coffee making skills
- Learn point-of-sale, EFTPOS and cash handling techniques
- Learn food safety practices
- Learn team work and how to work individually and as part of a team
- Positive environment and rewarding experience
- Improve health and wellbeing through socialising/ connecting with others

#### **Child safety statement**

Beaconhills College has zero tolerance for child abuse. Beaconhills is a child safe employer and is committed to the welfare of children and their protection. Beaconhills has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the College's Child Safe Policy and Code of Conduct. Beaconhills performs thorough assessments of potential and existing employees in accordance with this policy. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks, Working with Children Checks and checks of social media accounts.

Beaconhills College is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.