

# Volunteer role description

## ACT Roadhouse Program- Kitchen Volunteer

<b>Department</b>	<b>Community and Social Enterprise</b>
<b>Availability</b>	<b>Saturday and Sunday</b>
<b>Location</b>	<b>Canberra City</b>
<b>Category</b>	Working in our Services and Programs

### **Building an inclusive, diverse and active humanitarian movement based on voluntary service**

#### **Role purpose**

Supporting the Red Cross Roadhouse program to provide meals to the homeless and disadvantaged six days a week.

#### **Role responsibilities**

- Prepare the room for service by setting up tables , chairs and the drink station
- Basic food preparation including handling sharp knives
- Serving meals to patrons
- Cleaning up at the end of the shift and packing away tables and chairs
- Working in a small team to achieve tasks
- Report any incidents in relation to the patron's health, welfare or wellbeing, to Red Cross staff
- Maintain confidentiality of information obtained during a shift unless this information must be disclosed to Red Cross to assist the patron
- Maintain accurate records of number of plates served and the temperature log
- Notify Red Cross in advance if unable to make an allocated shift

#### **Knowledge, skills and experience**

- Show empathy for homeless and disadvantaged patrons
- Comfortable having contact with people with severe mental illness and drug and alcohol issues
- Team work skills with volunteers from a diverse range of backgrounds Basic food preparation and cleaning

#### **Check requirements**

- Working with Vulnerable Persons Check- ACT

#### **Learning and development**

- Complete Red Cross online learning modules as required
- Attend Red Cross Volunteer Induction, Program Training and ongoing training as required

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### General conditions

We act always in accordance with the Australian Red Cross Code of Conduct and Child Protection Code of Conduct

We are a Child Safe organisation and all volunteers are required to comply with relevant State and Territory legislation requirements

We comply with the Red Cross Workplace Health and Safety management system

We demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way

We may be required to assist the organisation on occasion, in times of national, state or local emergencies or major disasters

*In all activities, our volunteers are guided by the Fundamental Principles of the Red Cross and Red Crescent Movement*

**Humanity**

**Impartiality**

**Neutrality**

**Independence**

**Voluntary Service**

**Unity**

**Universality**

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