

Volunteer role description



Red Cross acknowledges
the Traditional Owners
of this land, their ancestors
and Elders, past and present.

the
power of
humanity



VIC MSP Food Pantry Volunteer

Department	Migration Support Programs
Availability	1 day per week, weekdays 10am – 3.30pm
Location	North Melbourne
Category	Working in our Services and Programs

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

Role purpose

Contributing to our emergency food relief service, volunteers assist newly arrived migrants to access and select food products and at-home meals. By providing a range of fresh fruit, vegetables, dry foods and dairy products, the service aims to alleviate the pressures of accessing healthy food for clients in our Migration Support and Community Programs.

Role responsibilities

- Assist newly arrived migrants to select food products to take home
- Keep food pantry clean, organised, tidy and safe
- Monitor food product 'used by dates', 'best before dates' and refrigeration temperatures
- Record data regarding clients accessing the food pantry
- Find, collate and provide information about other food pantries and emergency relief services
- Work as part of a friendly team of staff and volunteers
- Ensure Red Cross staff are informed of any issues or changes of availability in a timely manner
- Commit to volunteering with the program at least once a week for a minimum of 6 months

Knowledge, skills and experience

- An interest in/ or currently studying Community Services, Social Work, Welfare Work, or Health Promotion
- Interest in working with people from a range of cultural backgrounds
- A friendly, non-judgemental approach
- Comfortable interacting with people who may have limited English
- Able to work collaboratively as part of a team
- Be organised, follow processes and keep client information confidential

Check requirements

- A National Criminal History Check prior to commencement and renewed every five years (Red Cross will arrange this)

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- Working with Children's Check relevant to your state / territory location
 - Reference Check
 - Covid-19 vaccination (as required by government mandate)
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Learning and development

- Complete Red Cross online learning modules as required
 - Attend Red Cross Volunteer Induction, Program Training and ongoing training as required
 - Attend occasional Food Pantry Volunteer meetings
 - Complete online food safety course (free)
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General conditions

We act always in accordance with the Australian Red Cross Ethical Framework 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
