

**VOLUNTEER POSITION DESCRIPTION**

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| **Title:** | **Volunteer – Christmas Lunch Helper** |
| **Usual work location:** | Wollondily Gardens Retirement Living Village, Goulburn |
| **Cost Centre:** | N/A |
| **Usual hours of work:** | 3 - 4 hours |
| **Length of Appointment** | Christmas Day |
| **Position Objective:** | To prepare, cook and serve Christmas Lunch to residents of Wollondily Gardens Retirement Living Village. Be friendly and willing to spread Christmas cheer to members of the village that may be alone on Christmas Day. |
| **Position Responsibilities:** | * *Cook and serve food to members of the Wollondily Gardens living facility Christmas party* * *Talk and get along with the members of the living facility* * *Help set up and pack up* * *To support and maintain an environment that is clean and healthy and ensure the safe handling of food.* * *Assist with ensuring the event runs smoothly and spread Christmas cheer.* |
| **Key behaviors:** | **Client Focus**  Recognises, anticipates and focuses on specific client needs and advocates on behalf of the client.  **Flexibility**  Recognises and responds to unanticipated events and requirements or sudden changes of priority.  **Initiative**  Originates action and actively seeks to contribute rather than passively accepting situations.  **Interpersonal**  Establishes cooperative and productive relationships by understanding and responding to the needs of others. |
| **Key skills:** | * Be able to cook and clean * Ability to engage with and have a conversation with older members of our community * Enthusiastic and friendly attitude * An understanding of the principles of safe handling of food, food preparation and cooking, and safety in the kitchen. * Enjoy contributing to the local community |
| **Key experience:** | * No previous experience required however experience with preparing, cooking and serving food is desired |
| **Key Benefits:** | * Make a unique contribution to the community * Rewarding and a sense of accomplishment |
| **Reports to:** | Supervisor |
| **Key requirements for this position:** | □ Statutory Declaration  X National Criminal History Check  □ Working With Children Check  □ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |