

Volunteer Role Description

Position title	Catering Coordinator Night Owl Youth Program.
Organisation name	Knox City Council
Our values	<p>Integrity: Adherence to moral and ethical principles; being honest and trustworthy, and being authentic.</p> <p>Teamwork: Cooperative or coordinated effort on the part of a group of people acting together in the interests of a common cause.</p> <p>Innovation: A change that adds value.</p> <p>Service Excellence: Quality work performed for or on behalf of others.</p> <p>Enjoying Work: Achieving satisfaction and a sense of wellbeing from work</p>
Location of position Wheelchair accessible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Carrington Park Leisure Centre, Knoxfield
Start date	During Term dates as advertised
End date (if short-term assignment)	During Term dates as advertised
Hours and days required per week (if applicable)	6 pm to 10.30 pm, Friday evenings Some tasks such as planning and purchasing supper may need to be done outside of the program activity times.
Reports to	Program Activity Manager Knox City Council's staff member in attendance The Catering Coordinator will liaise closely with Knox City Council Night Owl Program Manager to arrange the purchase of food and supplies for meals.

<p>Role objective</p>	<p>The role of the Catering Coordinator is to source and provide a healthy, nutritious dinner and supper for participants and volunteers in the Night Owl Youth Program.</p> <p>The program participants are local young people 12-18 years old who may be disengaged, at risk or isolated. The program activities include sharing a meal, a rotation of 3 x 30 minute activities and 1 x 30 minute Life Skills workshop with safe transport home by minibus provided for those needing this.</p> <p>A greater level of healthy socialisation and connection with other young people and adult mentors, increased confidence and self-esteem, learning life skills, increased fitness and having fun, and improved positive behavior are the program outcomes.</p>
<p>Key responsibilities</p>	<p>The Catering Coordinator’s key responsibility is the provision of a healthy nutritious meal and supper and ensuring that all food handling and safety requirements are met in the preparation and serving of the meal.</p> <p>The Catering Coordinator will manage the Catering Assistant and any other catering helpers to assist them in their responsibilities and ensure tasks are completed.</p> <p>OHS, Risk Management, Equal Opportunity, Child Safe Standards and Charter of Human Rights</p> <ul style="list-style-type: none"> - Adhere to policies and procedures to minimise injury and damage to assets and property. - Adhere to Council’s Health and Safety, equal opportunity and risk management policies, plans and procedures as well as act in accordance with the Charter of Human Rights. - Actively participate in reporting matters of health, safety and Council asset damage. - Demonstrate and promote workplace behaviour that does not discriminate, bully or harass. - Take reasonable care for your safety and the safety of others who may be affected by your actions or omissions. - Cooperate with any reasonable, lawful instruction to comply with relevant legal requirements; and - Ensure a child safe environment and contribute to a culture of child safety by fulfilling the requirements and responsibilities outlined in legislation, including the Child Safe Standards, Reportable Conduct Scheme and Council’s Child Safe Policy and Procedures.
<p>Key tasks</p>	<p>The Catering Coordinator’s key tasks include:</p>

	<ul style="list-style-type: none"> - Liaise with Council to ensure adequate catering supplies are on hand to provide meals each week of program - With assistance from Catering Assistant and catering helpers, serve dinner to program participants and volunteers - Prepare fruit platter for participants' supper - Assist with clean up after dinner - Attend Volunteer meetings when requested
Essential skills knowledge and personal qualities	<p>Current Food Handling Certificate.</p> <p>Catering and/or meal preparation experience.</p>
Desirable skills knowledge and personal qualities	<p>Ability to relate well to young people</p>
Mandatory training	<ul style="list-style-type: none"> - Volunteers are expected to participate in the program's induction and orientation program. - All Council volunteers are required to undertake training via a choice of either eLearning / Face to Face / or through the Volunteer Handbook with reference to workplace behaviours and the child safe standards.
Optional training	<p>There may also be opportunities to access personal development to support your current or future desired volunteer roles</p>
Benefits for the volunteer	<p>This position provides an opportunity to give back, gain a sense of satisfaction, achievement and pride by making a real contribution to the community including the increased health and wellbeing of local young people.</p> <p>By volunteering with a range of people in a team environment, this is a great way to meet new people, make new friendships, have social interaction and connect with others in the Knox community.</p> <p>The opportunity to utilise, share and develop your skills, and learn new skills increases personal self-esteem and confidence.</p> <p>The volunteering experience often assists in advancing your career or in seeking future employment opportunities. Volunteering in the Night Owl Youth Program will also bring fun and fulfillment to your Friday nights!</p>
<p>Other requirements of the role</p> <p><input checked="" type="checkbox"/> Police check</p> <p><input checked="" type="checkbox"/> Working with Children's check</p> <p><input type="checkbox"/> Reference checks</p> <p><input type="checkbox"/> Medical check</p> <p><input type="checkbox"/> Any other special conditions (please describe – e.g. driver's license)</p>	

Probationary period

Physical requirements of the role

The inherent physical requirements of the role are listed below. These requirements are generally considered typical for this and similar roles, however the list is not intended to be exhaustive. Within reason, and subject to Council's obligations under legislation, it is expected that a person conducting this type of work will have the physical capacity to perform the genuine, reasonable and inherent tasks of the role.

Inherent Physical Requirements of the Role			
Task	Frequency*	Task	Frequency
Climbing	Occasional	Reaching	Frequent
Sitting	Occasional	Balancing	Occasional
Kneeling	Occasional	Twisting	Occasional
Squatting	Occasional	Walking	Frequent
Bending	Occasional	Lifting/Carrying	Frequent
Standing	Frequent	Tactile Sense	Constant
Pulling	Occasional	Hearing	Constant
Pushing	Occasional	Fine Motor Skills	Constant
Grasping	Frequent	Visual Acuity (colour, depth perception and field of vision.	Constant

*Frequency Description	Occasional	Frequent	Constant
	0% – 33%	34% - 66%	67% - 100%

Volunteer manager signature	
Volunteer signature	
Date	
Date of PD review	Click or tap to enter a date.