VOLUNTEER POSITION DESCRIPTION
Food Services Traffic Control Volunteer

Objective:
To ensure the volunteers drivers load and unload their cars in a safe way and with awareness of other car users in the Business Park.

Tasks:
The Traffic Control Volunteer ensures safe and timely loading and unloading of food eskies at the Food Services Distribution Centre. The Traffic Control volunteer's role is to ensure the food delivery volunteers are wearing their safety vests, parking in the correct loading bay, restricts the parking at the loading bays to one at a time, ensure drivers are aware of their surroundings to avoid an accident or incident.

Skills and other requirements:
- Punctual
- Reliable
- Awareness of safety issues
- Good observation skills
- Good listening skills
- Ability to give clear instructions
- Capacity to work as part of a team
- Ability to take directions from staff
- Police check at Council expense
- Maintain client confidentiality
- Adhere to the Occupational Health and Safety practices

Time commitment:
Any day Monday through to Friday. Commence at 9.30am and conclude at 12pm. You can work once a week or more if available.

Location of position:
Five Ways Business Park, Keysborough
Support/training:
Your first line of support is the staff at Food Services, followed by the Volunteer Co-ordinator.

A thorough orientation of the service will be provided initially by the Co-ordinator of Volunteer Program followed by Food Services staff or an experienced volunteer.

On commencement new volunteers will be provided with full training by the Food Services Team Leader and can be buddied with an experienced volunteer who will provide on-the-job training in all aspects of the role.

Volunteers are offered access to a minimum of four training sessions throughout the year to improve their skills in areas such as manual handling and emergency first aid.

Two volunteer recognition events will be held annually.

Contact Person:
If you have any further questions, please contact Trish Roche, Co-ordinator, Volunteer Program, on 8571 5335, or email proche@cgd.vic.gov.au
GREATER DANDENONG
AN ORGANISATION OF EXCEPTIONAL CHARACTER

RESPECTFUL
- We respect and care about our community, each other and ourselves.
- We act with integrity at all times and in all matters.
- We take time to listen to and seek to understand the other point of view.
- We strive to understand and respect the diversity of our community and our workplace.
- We understand our role in the community and respect the responsibility that comes with it.

ENGAGED
- We listen to our community and respond.
- We work together with our community and each other, to achieve the best outcome.
- We have the confidence to challenge the status quo, to reach for better outcomes.
- We are action-oriented in identifying and responding to new challenges.

ACCOUNTABLE
- We are proud of our city, our community and our achievements.
- We spend our time and effort on solutions rather than looking for someone to blame.
- We take responsibility for our actions.

CREATIVE
- We care about getting the best outcomes.
- We constantly ask: What’s the future and what’s possible?
- We have the courage to try new ideas.
- We strive for excellence in everything we do.

HONEST
- We tell the truth, even when we know people may not want to hear it.
- We form our opinions and give advice from sound, evidence-based research.
- We act with humility and apply the highest standards of ethical behavior to everything we do.