

# 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](mailto:proche@cgd.vic.gov.au)

# GREATER DANDENONG AN ORGANISATION OF EXCEPTIONAL CHARACTER



- 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.



- 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.



- 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.



- 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.



- 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.

