VOLUNTEER POSITION DESCRIPTION
Planned Activity Group (PAG) Food Preparation Volunteer

Objective:
Heat food to correct temperature for lunchtime serving to clients

Program Overview:
Council's Planned Activity Group (PAG) program aims to maintain an older and/or disabled individual's ability to live at home and in the community, by providing a planned program of structured activities.

The activities are aimed at enhancing the skills required for daily living and providing physical, intellectual, emotional and social stimulation. They also provide opportunities for social interaction as well as respite and support for carers.

The program caters for people from diverse backgrounds and there are also special groups that cater for the physical, mental, cultural and linguistic needs of individuals.

Tasks:
Heat and maintain correct temperature of food which has been delivered from Food Services or purchased elsewhere for serving at lunchtime to PAG clients.
Clean and maintain kitchen after food is finished being served.

Skills and other requirements:
- Punctual
- Reliable
- Food handling experience / knowledge
- Capacity to work as part of a team
- Ability to take directions from staff
- Understanding and appreciation of our diverse community
- Awareness of safety issues
- Police check at Council expense
- Maintain client confidentiality
- Adhere to the Occupational Health and Safety practices
- Adhere to Food Safety Requirement as directed from staff
- Update Food Safety Training as required.

Time commitment:
Two hours once a week between the hours of 11.00am & 1.00pm
Location:
6 MacKay Street, Springvale South
Cooinda Centre, Springvale South

Support and Training:
The first line of support for volunteers is the program staff followed by the Co-ordinator of the Volunteer Program.

A thorough orientation will be provided by the food safety supervisor.

All volunteers are offered a minimum of four training sessions throughout the year to improve their skills in areas such as, emergency first aid, manual handling and working in a diverse community.

Two volunteer recognition events will be held throughout the year (a) during National Volunteer Week in May and (b) end of year Christmas function.

Council Wide Volunteer Program Contact Details:
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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.