

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
Coinda 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:

Trish Roche, Co-ordinator

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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.

