

VOLUNTEER POSITION DESCRIPTION

POSITION: Volunteer Food Service Packer

THE SCOPE AND PURPOSE OF THE POSITION:

Receive and check delivery from suppliers and/or pack client meal orders for volunteers to deliver to Food Service clients

REPORTING TO: Client Services Officers

POSITION(S) REPORTING TO THIS POSITION: Nil

MOST FREQUENT CONTACTS:

Clients
Client Services Officers
Food Suppliers
Services Team Leader
Volunteer Delivery Drivers
Volunteer Delivery Assistants

CHALLENGES ASSOCIATED WITH POSITION:

- Ensuring that clients receive the correct food
- Managing a large volume of meals delivered from suppliers

KEY RESPONSIBILITIES:

- Taking delivery of food from suppliers
- Completing designated paperwork
- Packing frozen meals
- Selecting food from client menus
- Monitoring expiry dates on meals and juices
- Maintaining effective communication with office staff & ensuring Client Services Officers are notified if they are concerned with clients wellbeing
- Ensuring all delivery bags are cleaned and placed in correct storage areas
- Attend training when it is relevant to this volunteer position
- Follow the confidentiality agreement and code of conduct
- Be aware that you are representing CareWays, when out in public and behave accordingly
- Other appropriate duties as requested

SELECTION CRITERIA

Skills, qualifications & experience required

Essential

- A strong commitment to working with Frail Aged, People with Disabilities and their carers
- Excellent attention to detail
- Able to work in a team
- Effective liaison skills with supervisor
- Good Initiative

Ability to work as part of a team Desirable

- Good understanding of Work, Health and Safety, including manual handling guidelines, e.g. not carrying more than one meal bag at a time