

## **VOLUNTEER POSITION DESCRIPTION**

### **Kitchen Assistant**

**Wednesdays 11am – 2pm**

#### **Overview**

Dallas Neighbourhood House (DNH) offers a range of educational, social, emergency relief and recreational programs. These programs cater primarily for disadvantaged people, families and older adults. DNH's programs operate on the principles of community development, which include empowerment and support to become self-determining, working to establish a just society and building a harmonious community which respects diverse backgrounds.

DNH values and recognises the important role that volunteers make to the organisation.

#### **Purpose and Function**

This position is responsible for assisting with meal preparation for the Community Lunch and Soul Soup Programs.

#### **Relationships**

This position reports directly to the Community Lunch and Soul Soup Program Coordinator who reports directly to the Manager.

The position has internal liaison with DNH office staff and program participants.

#### **General Duties**

- Establish a warm and caring environment which encourages participants to feel safe and welcome. This includes promoting principles of equity and respect between participants, volunteers, students, staff and the wider community.
- Complying with relevant policies and procedures of the organisation.

#### **Specific Duties**

- Assist with food preparation (washing, chopping and preparing ingredients) under the direction of the Community Lunch and Soul Soup Program Coordinator.
- Assist with washing dishes and cleaning/tidying the kitchen at the end of meal service.
- Setting up for the Community Lunch (includes moving tables and chairs, wiping down tables, laying out cutlery and crockery).
- Assisting with serving lunch and collecting fees.
- Other duties as required from time to time.

### **Selection Criteria**

- Experience in hospitality/food preparation is desirable, but not essential.
- Food Handling Certificate is desirable, but not essential.
- Enjoy cooking and meeting people.
- Demonstrated commitment to social justice principles
- Good interpersonal and verbal communication skills
- Reliable and punctual
- Willing to commit to the role for a period of a least six months
- Willing to undergo a Police Check (DNH will fund the cost of this)