Communities@Work

Community Meal Assistant

Program: Social Program

Volunteer Program Contact:

Name	**Brittany Campbell**
Position	**Coordinator – Volunteer Program**
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Program Supervisors / Contacts:

Name	**Tanya George**
Position	**Community Pantry Coordinator**
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Times and Location:

The meal preparation activity takes place every second Tuesday from 9:30 am to 1 pm in the Tuggeranong Community Centre's commercial kitchen.

About the Program:

Communities@Work's Social Programs provide food and essential services to individuals and families in Canberra who are experiencing hardship. Services include:

- A pantry of healthy food, nutritious meals and essential items
- Cooking lessons & nutritional advice
- Provision of emergency relief and essential items
- Clothing program providing clothing & accessories (by appointment) for job interviews, work experience or social events for men and women
- Referrals to Communities@Work programs and specialist organisations

Our Vision

A resilient and socially inclusive community that cares for the well-being of all.

Our Mission

To deliver quality community services of social value and practical benefit.

Our Values

Trust, Integrity & Transparency:
We earn the confidence of the community by instilling these qualities throughout every aspect of Communities@Work.

Respect for All:
We respect everyone we deal with, care about everyone in the community and value difference and diversity.

Flexibility & Responsiveness:
We are adaptive and agile in pursuing the vision of Communities@Work, with a proactive approach to change and progress.

Quality & Innovation:
We are committed to excellent service delivery, underpinned by continuous improvement and innovation.

Affordability & Sustainability:
We ensure our services are relevant and appropriate as we build our capacity for a sustainable future.

Clients are able to 'shop' for their items from a pantry of healthy food, hampers and essential items - either free of charge or for a nominal fee - in a safe, secure and dignified environment. Cooking lessons are also available.

By preparing in bulk healthy meals which can be frozen and distributed to clients through the Community Pantry volunteers increase the healthy and convenient food available to clients accessing the program.

Duties:

- Meal Planning
- Shopping for ingredients as directed by the Coordinator
- Meal preparation
- Packing meals
- Labelling the containers
- Washing and packing away dishes
- Cleaning in adherence with the Communities@Work Food Safety Program

Skills and Experience:

- Cooking and meal planning skills and experience
- Comfortable working in a team

Qualities:

- Friendly, outgoing, patient and people focused
- A willingness to work under supervision and direction
- Able to interact with Communities@Work's team members and stakeholders in a friendly, helpful and respectful manner
- Willing to accept Communities@Work's core vision, mission and values, and represent the organisation within the framework

Additional Requirements:

- Working with Vulnerable People Registration
- Attendance at a two hour Communities@Work Volunteer Induction
- Attendance at other training sessions as required including Program Area/Role specific orientation and training