Volunteering in the Clunes Community

Clunes is a strong and dynamic community, and its Neighbourhood House aims to provide a focal point for community connection, involvement, and support.

The impact people have on their community through volunteering has always mattered, but the last few years have highlighted to us all, just how important volunteering is for our community – as well as for ourselves.

This is a wonderful time for you to get involved. By volunteering, you will be making a difference in the lives of those you support through your work, those you volunteer with, and—what’s just as important—you’ll be making a positive impact in your own life too.

Clunes Neighbourhood House

The Clunes Neighbourhood House Inc (CNH) is an incorporated, not-for-profit association

managed by a community Committee of Management (COM). It provides opportunities for

lifelong learning, community engagement and supports initiatives for residents of Clunes and

surrounding districts.

CNH receives funding from the Victorian Department of Human Services (DHS) via the

Neighbourhood House Co-ordination Program. It also generates income through fees for

service program of activities, courses, grants and community fundraising.

Clunes Neighbourhood House is currently a signatory to the Adult Community Education

Centres Collective Agreement 2008 / Social Community, Home Care and Disability

Services Industry Award 2010.

Mission Statement:

The purposes of the association are to:

(a) Involve the community and encourage participation and inclusion, valuing

diversity and difference at all levels of neighbourhood house operation.

(b) Identify community needs and aspirations.

(c) Determine appropriate community programs, activities and services in response to

those needs, ensuring that diversity and difference are valued.

(d) Partner with community organisations, businesses, government and philanthropic

organisations to secure appropriate funding and support.

(e) Deliver quality programs, activities and services; and

(f) Evaluate the effectiveness of all aspects of neighbourhood house operations

including: programs, practice and governance.

**VOLUNTEER ROLE DESCRIPTION**

**Position Title: Kitchen Team Leader**

Multiple positions

Location

Clunes Town Hall, 98 Bailey Street, Clunes 3370.

Position Objective

The Kitchen Team Leader is a voluntary position rostered to assist Clunes Neighbourhood House prepare its Open House Meals. It involves leading a team of volunteers in preparing meals and maintaining a clean and safe work environment. Meals are prepared in the kitchen (rear of the building) of the Clunes Town Hall.

**Key Responsibilities:**

* Lead a team of volunteers in food preparation and cleaning of the work environment.
* Design a healthy meal menu for both meat eaters and vegetarians
* Shop for ingredients (paid for by Clunes Neighbourhood House)
* Work with a great team of volunteers to produce your meal (60 serves) for the Clunes Community
* 4 hours once a month (9am till 1 pm Mondays)

Special Requirements of this Position:

Ability to organise meal preparation and assist and direct kitchen helpers in preparing meals and maintaining a clean and safe work environment. No financial delegation with the exception of shopping on account (on behalf of CNH) with local businesses. Position reports to the Program Leader (Open House).

Key Skills Required:

* Good interpersonal skills
* Ability to direct and lead others in working together to complete a task in good time
* Good food preparation skills
* Good knowledge of best hygiene practices for food handling and preparation (to check your knowledge, see for example, the free online “Do Food Safely” course <https://www.health.vic.gov.au/food-safety/do-food-safely>
* Good time management skills
* Basic knowledge of first aid (see, for example: <https://www.betterhealth.vic.gov.au/health/conditionsandtreatments/first-aid-basics-and-drsabcd#learn-the-first-aid-method-of-drsabcd> )

Organisational Relationships and Reviews

Reports to: Program Leader (Open House).