

VOLUNTEER VACANCIES

DINING ROOM AND FOOD PREPARATION

Assist the Chef with meal preparation, such as chopping rescued produce. Set tables and prepare the area for service. Wait on tables and keep clients fed and happy. Wash up and wipe down/clean the service area. Crucial to keeping the food service running. This is a great way to get to know the clients feel very appreciated every shift and work with a fabulous small team! Want to volunteer regularly but can't commit to a set day and time each week? Join our casual pool.

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|------------------------------|---|---------------------|-----------|---------------------|---------------------|
| First shift (8.00am – 10am) | Join our casual pool to cover both the First shift (Breakfast) and second shift (Lunch) | | | | |
| Second shift (10.30am – 2pm) | 3 volunteers needed | 2 volunteers needed | FULL | 2 volunteers needed | 2 volunteers needed |

RECEPTION

Answer the phones and direct enquiries to the appropriate persons. Assist clients with mail checks, footy tipping, provision of toiletries and helping them find the right person to talk to. Some data entry or simple administration tasks may be required. You can be the smiling face of our organisation!

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------------------------|--------|---|-----------|----------|--------------------------------|
| Morning shift (8.30am – 1.00pm) | FULL | 1 casual/holiday cover volunteer needed | FULL | FULL | 1 fortnightly volunteer needed |

DONATED FOOD PICKUPS AND DELIVERIES

Pick up the van at 8am from SMHOW and then collect food donations from local shops and donors. Occasional deliveries also required. An extremely useful way to help us run our food service.

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|--|--------------------|---------|-----------|----------|--------|
| Donated food pickups and deliveries (8am-10am) | 1 volunteer needed | FULL | FULL | FULL | FULL |

FUNDRAISING

Assisting with community fundraising campaigns and events, sourcing prizes and in-kind support, admin and database maintenance support and ad hoc research and communications assistance as required. A minimum of four hours per week preferred, Days and times negotiable on an individual basis. A great opportunity to help keep our services operational!

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|--------|-----------|-----------|----------|-----------|
| 2-4 hours per shift between 8.00 am & 4.00 pm | | Preferred | | | Preferred |