

VOLUNTEER VACANCIES – February 2024

DINING ROOM AND KITCHEN PREP

Assist the Chef to prep the meal. 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 and feel very appreciated every shift!

	Monday	Tuesday	Wednesday	Thursday	Friday
First shift (8.00am – 10am)	1 volunteer needed	FULL	FULL	FULL	FULL
Second shift (10.30am – 2pm)	FULL	1 Volunteer needed	FULL	FULL	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 – 12.30pm)	FULL	FULL	FULL	FULL	FULL

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 (first shift 8am-10am and second shift 11am-2pm)	1 volunteer needed (First shift)	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 requested, days and times negotiable on an individual basis. A great opportunity to help keep our services operational!

	Monday	Tuesday	Wednesday	Thursday	Friday
First shift (8.30am – 12.30pm)	FULL	FULL	FULL	FULL	FULL
Second shift (1.00pm – 3pm)	FULL	FULL	FULL	FULL	FULL