

## **VOLUNTEER POSITION DESCRIPTION**

### **Food Parcel Program**

**Tuesdays 9am-12pm**

**Thursdays 9am – 1.30pm**

### **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 the preparation and delivery of the Food Parcel Program.

### **Relationships**

This position reports directly to the Food Parcel Program Coordinator who is accountable to the Manager.

The position has internal liaison with DNH office staff, volunteers and 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 unloading food delivery. This includes; unpacking pallets, storing goods in fridge, freezer and store room.
- Assist with packing of food parcels. This includes; sorting fresh fruit and vegetables, packing dry and wet goods.
- Assist with distribution of food parcels. This includes; managing registration, collecting money and handing over of parcels.
- Assist with packing-up. This includes; cleaning down tables, emptying bins, sweeping and tidying the storeroom.
- Attend monthly team meetings.
- Other duties as required from time to time.

## **Selection Criteria**

- Must be physically fit and have the ability to undertake manual handling
- 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)