

CATA Group Inc.

Position Description and Duty Statement for Volunteer Kitchen & Catering Assistant.

(Reviewed February 2006)

Purpose of the Position.

The Volunteer Craft and Activity Assistant will help CATA staff to provide support and assistance to clients accessing services at the Day Centre and when on group outings as directed by Assistant Manager and/or Senior Activity Officer.

Responsible to.

The Volunteer Kitchen & Catering Assistant is directly responsible to the Assistant Manager and/or Senior Activity Officer.

Hours and Days of Duty.

Hours and days to be worked will be as rostered by CATA.

Skills and Experience Required.

Essential.

- Communications and interpersonal skills.
- Skills in various areas kitchen & catering activities.
- Organised approach to all aspects of work and good time management skills.
- Understanding of teamwork and an ability to work as part of a team.
- Australian National Police Clearance.

Desirable.

- Experience in working with frail aged and younger people with disabilities.
- Understanding and appreciation of Occupational Health and Safety issues.
- Understanding of HACCC Program.
- Current Senior First Aid Certificate.

Duties.

- Assist with preparing morning tea and lunch.
- Assist in the daily setting-up of the venue for activities and cleaning away at the end of the day.
- Assist with ensuring that storage of equipment is maintained in an orderly and safe condition at all times.
- Assist as required, with social activities, outings, camps and other general CATA activities.
- Ensure that CATA's computer equipment is used in an ethical and appropriate manner, according to CATA's policies and procedures.
- Be familiar with and follow emergency procedures for client and staff safety.
- Carry out any other duties as requested by the Assistant Manager and/or Senior Activity Officer.