**VOLUNTEER POSITION DESCRIPTION**



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| **Objective**  To ensure the food delivery volunteer drivers load and unload their cars in a safe way and with awareness of other car users in the Business Park.  Provide assistance with the loading of cars.  **Program Overview**  The City of Greater Dandenong's Food Services Meals Delivery Program provides a range of quality meals to a person's home when it becomes difficult for them to cook for themselves.  Cook-chilled meals are delivered from a purpose built distribution centre within the municipality. They are delivered to homes by Council’s volunteers who generously give their time to help others.  **Key responsibilities (Dot points)**  The Traffic Control Volunteer ensures safe and timely loading and unloading of food eskies at the Food Services Distribution Centre.  The Traffic Control Volunteer’s role is to ensure the food delivery volunteers are wearing their safety vests, parking in the correct loading bay, restricts the parking at the loading bays to one vehicle at a time, ensure drivers are aware of their surroundings to avoid an accident or incident. Hazard lights are on.  **Skills, experience and other requirements**   * Adhere to safe Food Handling practices * Ability to give clear instructions * Punctual and reliable * Good communication and observation skills * Respect for our diverse community * Respect in all interactions * Ability to work as part of a team and independently * Ability to take directions from staff * Awareness of safety issues * Maintain client and organisation confidentiality * A minimum commitment of 3 months is preferred * Satisfactory police check - at Council expense * Current Working with Children Check – at no cost * Adhere to the Occupational Health and Safety practices.   **Occupational Health & Safety responsibilities**   * Comply with Council’s Occupational Health and Safety policies, procedures and legislative requirements relevant to the position * Comply with Council’s Workplace Behaviour Policy * Perform work in a safe and appropriate manner * Take responsibility for your own safety and welfare * Proactively report any incidents (near misses), injuries, hazards or unsafe work practices.   The following general physical and functional requirements may apply to this position:     * Manual handling tasks eg lifting and carrying * Prolonged periods of sitting / standing * Long / short distance travel * Getting in and out of a vehicle.   **Volunteer Insurance**   * Everyone is covered by Medicare. * Many people have their own additional private cover and/or their pension benefits. * In addition, Council has Personal Accident Insurance for registered volunteers who are between 16 and 90 years of age. Please note reduced cover for Covered Persons over age seventy five (75) years. * Council’s insurances do not cover individuals’ private vehicles. We trust that volunteers’ vehicles are comprehensively insured. Volunteers will be liable for any fines incurred whilst driving their own vehicle.   **Additional information**   * Animals and/or children cannot accompany volunteers. * A current Victorian Driver’s Licence is essential where you are required to drive a Council vehicle or your own vehicle. If required to drive your own vehicle, third party insurance is required and your insurance company is informed (fully comprehensive vehicle insurance is recommended).   **Support/training**  Your first line of support is the staff at Food Services, followed by the Volunteer Program.  A thorough induction of the service will be provided by a Food Services staff member or an experienced volunteer. On commencement new volunteers will be provided with full training by the Food Services Team Leader and can be buddied with an experienced volunteer who will provide on the-job training in all aspects of the role.  In addition, volunteers are offered access to a minimum of four training sessions throughout the year on a variety of topics which have been approved as applicable to volunteering roles within Council.    Two formal volunteer recognition events will be held annually.    All volunteers will be provided with a Position Description and name badge.  **Other comments**  Any parking or speeding fines are the volunteer’s responsibility.  A satisfactory police check is essential (Council will cover cost for this check).  In addition, you will be required to complete a Working with Children Check.  There is no charge for having a Working with Children Check processed. The application is completed on-line via the Department of Justice website. Full instructions will be provided by Volunteer Program staff in advance.  **Council Volunteer Program contacts**  Email: VolunteersProgram@cgd.vic.gov.au  Website: [www.greaterdandenong.com](http://www.greaterdandenong.com)  Phone numbers: 8571 5335 / 0408 579 587  **Values**  At the City of Greater Dandenong we have adopted a set of values we call ‘REACH’ which define who we are and how we interact with each other and our community. REACH stands for:  **R**espectful  **E**ngaged  **A**ccountable  **C**reative  **H**onest |
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