

Community Support Services



Duty Statement	
Position Title	Pantry Volunteer
Program Location	Head Office
Reports To	Wellness and Social Groups Coordinator
Objective	The Pantry Volunteer role ensures that the Pantry is accessible to eligible clients during opening hours. The Pantry Volunteer helps manage the Pantry resources and provides customer service to Pantry clients.
Duties	<p>Assist clients with their purchases, recording all purchases according to Pantry procedures.</p> <p>Assist with receiving food products, ensuring proper storage for dry, refrigerated and frozen goods.</p> <p>Maintain proper sanitary food practices, including awareness and control of food quality.</p> <p>Ensure Pantry area and resources are maintained in a clean and tidy manner.</p> <p>Provide clients with information regarding other food providers.</p>

Selection Criteria	
Desirable abilities, motivation and experience	<p>A genuine interest in working as part of a team that positively contributes to the Canberra community.</p> <p>Friendly and attentive communication style.</p> <p>Understanding of food storage and quality control practices.</p> <p>Experience or ability to quickly learn money handling procedures.</p> <p>Ability to work independently and as part of a team.</p> <p>Willingness to attend Volunteer Information sessions as required.</p>
Additional Requirements	<p>Completed application form</p> <p>A.C.T. Working with Vulnerable People Card</p>

Acceptance

I understand and accept the duties as outlined in this Statement.

Volunteer:

Date: