

WELCOMING COMMUNITY DINNERS VOLUNTEER TEAM MEMBER

Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

Our Goals

Thriving Community	Prosperous Economy	Clean And Green City	Places For People
<i>A City where people have the opportunity to connect and flourish</i>	<i>A City with a thriving economy that enriches its local community</i>	<i>A City that values its natural environment</i>	<i>An accessible City where people love to be</i>

Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.
Our systems, processes and tools are contemporary and reflect leading practice.
Our assets and finances are managed with good stewardship.

We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

Our Organisational Values

Make a Difference	Grow & Improve	Better Together
We serve our community well	We improve our work everyday	We collaborate & create to deliver meaningful outcomes
• Deliver public good • Improve the quality of people's lives • Community focussed • Deliver Council's City Plan	• Innovate • Continuously improve • Problem solve • Adapt & change • Engage the community • Shape the future	• Trust, honesty, integrity • Care & support each other • Work as a team • We celebrate success • We are accountable • Open communication

Welcoming Australia is: A non-partisan movement that seeks to provide everyday Australians with practical opportunities to welcome asylum seekers, refugees, and other new arrivals to our nation. We also aim to change the public conversation around these issues and believe that the best way of doing this is to facilitate authentic relationships between people of different backgrounds.

Welcoming Community Dinner Team Members will assist with the set up and/or pack up of community dinners. Take direction from their Volunteer Coordinator to ensure that guests are welcomed, adequately fed and the Centre cleaned at the end of the night.

The position is:

Position Title	Welcoming Community Dinners Volunteer Team Member
Department & Section	Community Development and Welcoming Australia
Team	Community & Cultural Development and Welcoming Australia
Reporting to	Cultural Diversity Officer / Campaigns & Communications Manager at Welcoming Australia / Welcoming Community Dinners Volunteer Host
	Prescribed Position: YES ☐ NO ☒

How does this position contribute to our community?

- Provide a safe and welcoming space and activities for new members of the community
- Create an environment that is inclusive of all cultures, beliefs, and backgrounds
- Attendees feel welcome and have opportunities for social connection

What does the position do?

- Follow the instruction and direction of staff and the Volunteer Community Dinner Coordinator
- Assist with the set up and pack up of groups – see below
- Raise any hazards or incidents to staff and the Volunteer Community Dinner Coordinator in a timely manner
- Ensure a safe and welcoming environment
- Record their volunteer hours via TimeClock

Set up:

- Set out tables and chairs ensuring manual handling safety is practiced
- Set out cutlery and crockery and help with food service ensuring hygiene and safe food handling requirements
- Label food where required and welcome guests along with the coordinator

Pack up:

- Collect all dishes from tables around 8pm and wash up
- Sweep floors and vacuum if required
- Wipe all surfaces and pack away tables/chairs
- Empty bins and ensure all air conditioners and fans are turned off and all doors locked

The behaviours we expect the position to contribute to our workplace are:

- Reliable and trustworthy
- Empathetic, compassionate, caring and patient
- Effective communication and information sharing
- Customer focused and passionate about delivering for our community
- Alignment to PAE Values and Code of Conduct
- Interpersonal skills that build sound work relationships

VOLUNTEER POSITION STATEMENT



- Sound problem solving, innovative thinking and informed decision making
- Enthusiasm to complete tasks
- A commitment to personal development and improvement
- Adaptability and flexibility to new ideas and concepts



Time commitment

3.5 hours every second Wednesday of the month (to be confirmed)

Set up group:

Arrive at 5:30pm for a 6:30pm start

Pack up group:

Stay till clean-up is finished – approx. 8:30pm

Experience and Knowledge

- Experience in culturally diverse environment
- Knowledge of WHS legislation such as manual handling and food handling or willingness to learn desirable

Qualifications for the position

- PAE Volunteer Program Induction and relevant orientation are essential
- Satisfactory National Police check
- Completion of Food Safety Training

Experience and Knowledge

- Experience coordinating small events desirable
- Experience coordinating a small team desirable
- Ability to give direction to other volunteers
- Experience in culturally diverse environments
- Understanding and knowledge of WHS, Manual and Food Handling requirements desirable

Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment are maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

Our Safety and Return to Work Commitments

All Volunteers

- Take reasonable care for their own health and safety
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014

Volunteer Signature: _____

Print Name: _____

Date: _____

VOLUNTEER POSITION STATEMENT



Volunteer Development Officer OR
Program Coordinator Signature:

Print Name: _____

Date: _____