

Volunteer title	Coffee Cart
Reports to	Community Programs Staff
Date	October 2024
Position status	Volunteer (2 hours per week)

About Your Community Health

Your Community Health is a progressive, high quality, independent community health service. It provides a wide range of community-based health and social support services including primary care, allied health, oral health, mental health, harm reduction, social support and health promotion services. Our three comprehensive health centres are located in Darebin, but we are here for everyone in the diverse communities across Melbourne. We work in partnership with our communities and other services using a combination of outreach, home-based and centre-based activities and co-located services. More information is available at: www.yourch.org.au

Vision	Health and wellbeing for everyone
Purpose	We partner with people and communities to deliver health and wellbeing services and promote equity
Our organisational values	<p>Courage</p> <ul style="list-style-type: none"> • We are progressive • We are creative and resourceful • We challenge the status quo for the benefit of our communities <p>Empathy</p> <ul style="list-style-type: none"> • We are caring and inclusive • We celebrate and value diversity • We work collaboratively and respectfully <p>Integrity</p> <ul style="list-style-type: none"> • We are ethical, honest, reliable and fair • We listen and are accountable to our communities • We earn and build trust <p>Achievement</p> <ul style="list-style-type: none"> • We are outcomes-focused • We are adaptable and always learning • We continuously improve • We are creative and resourceful



Statement of Inclusivity

Your Community Health is committed to providing an inclusive and accessible environment where people and communities of all identities and backgrounds (including but not limited to, ethnicity, faith, socio-economic circumstance, sexual orientation, gender identity, ability, bodies, migration status, age and Aboriginal and Torres Strait Islander descent) are accepted, safe and celebrated. We achieve this through the guidance of our values and principles.

Your Community Health understands the need to ensure that meaningful inclusion is built into the organisational DNA and to create an environment that attracts team members that reflect the communities we serve.

Your Community Health look to actively encourage members applications from of the LGBTIQA+, Aboriginal and Torres Strait Islander peoples, Disability, culturally and linguistically diverse communities and those with lived experience in areas in which we work. We work to address barriers in full participation.

Volunteer Role Purpose

To provide for the delivery of a coffee service at designated sites, across the week, to help build social connection through every day interactions.

Position responsibilities

- Operate Coffee **Cart 3073** (mobile coffee machine that is used to provide coffee and hot chocolate to community members), which includes set up, cleaning and pack up of coffee cart after each session.
- Administrative duties which include: keeping count of stock such as coffee beans and cups, collecting payment for coffee from staff and distributing promotional materials when appropriate.
- Liaise and report to the community programs team staff member at the beginning and end of each shift.

Position requirements (skills, knowledge and attributes)

- Good organisational and communication skills
- An open, caring and non judgmental approach to others
- Ability to work within a team
- Food Safety Certificate (can be done online <https://dofoodsafely.health.vic.gov.au/index.php/en/>)

Expected behaviours for all YourCH team members and volunteers

- Support the provision of services that are safe and high quality
- Maintain staff and client confidentiality at all times
- Work in partnership with the community, clients and staff to achieve our vision
- Ensure a safe workplace for clients, visitors and staff
- Work in accordance with Your Community Health Policies and Procedures.



General

- Volunteers may be required to who are not currently employed by Your Community Health are required to complete a Pre-existing Illness/ Injury Declaration Form.
- Volunteer placement is contingent on a satisfactory Police Records Check, valid Working with Children Check, NDIS Worker Screening check clearance, and evidence of full COVID19 vaccination certification.
- Your Community Health requires declarations and personal information relevant to employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 1988

Your Community Health is an equal opportunity employer and encourages individuals of diverse backgrounds including those from the Aboriginal and Torres Strait Islander, Disability, Culturally and Linguistically Diverse and LGBTIQA+ communities to apply.

Volunteer Agreement

I have read, understand and accept the role as outlined in this position description

Name:

Signature:

Date:

