

POSITION DESCRIPTION

Position Title:	Volunteer Cook
Program/Team:	Young Women, Families & Safe Relationships [YWF&SR]
Employment Type & Hours:	Part Time 3 hours on Tuesday morning [9.30am - 12.30pm] Potential for additional 2 hours per weekly on Thursdays 10.30am-12.30pm
Remuneration:	Voluntary Position
Working From:	Young Women, Families and Safe Relationships office in Greenslopes as well as other locations
Reporting Relationships:	Reports to the Young Families Practitioner/Parenting Group Coordinator
Primary Purpose of Position:	This position supports our work with young parents and children who are experiencing, or at risk of, homelessness and/or domestic and family violence by providing a home cooked meal during group sessions. The groups provide parenting skills, education, therapeutic group work and opportunities for families and young people to socialise and build friendships, networks and relationships with others. Our groups run twice weekly from 10:00am to 1:00pm.
Responsibilities:	<ul style="list-style-type: none"> • Cook and prepare nutritionally sound home-style meals for a group [4-15 people] • Pre-plan meals and the ingredients required and communicate this to Group Coordinators • Clean kitchen and preparation area throughout process • Potential for young people to gain cooking skills and wisdom in preparing nutritious meals • Safe food preparation knowledge and skill • Ability to be flexible, adapt to last minute changes and navigate sharing the kitchen space with other staff, young people and children • Flexible, collaborative, inclusive, respectful, ethical, accountable and non-judgemental approach when engaging in conversations with young people who may be experiencing complex needs • Undertake any other duties or tasks appropriate to the position
Requirements [Mandatory]:	<ul style="list-style-type: none"> • Working with Children Suitability Card [Voluntary Blue Card] / willingness to obtain a Blue Card prior to commencement • National Police Check clearance • Evidence of vaccination, immunity, or medical exemption for the following preventable diseases prior to commencement: Measles, Mumps, Rubella and Varicella [Chicken Pox]; Pertussis [Whooping Cough]; and COVID-19 • Two professional or personal references
People, Culture, Safety:	<ul style="list-style-type: none"> • Contribute to a culture of respect, optimism, accountability and resilience in line with organisational values • Model ethical behaviours in line with the BYS Code of Conduct and consistently apply ethical standards to self and others • Protect and promote the rights of children and young people, including making decisions compatible with the Human Rights Act 2019; and responding to and reporting suspicions and disclosures of abuse or harm

	<ul style="list-style-type: none"> • Ensure a healthy and safe workplace for all by adhering to BYS Work Health, Safety and Wellbeing Policy, Procedures and Practices
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The changing demands of BYS's organisation requires it to have reasonable flexibility in stipulating the duties that you will undertake from time to time. You will be required to perform any other duties for which you have the appropriate skill and/or training which are assigned to you by BYS, and these responsibilities do not limit what may be reasonably requested of an employee during the course of their employment. As the successful applicant, you are required to sign and date this Position Description to demonstrate your commitment to fulfill this role in accordance with the key result areas outlined above.

Employee Name:		Signature:		Date:	
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