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| Position title: | Community Kitchen all-rounder | Commitment requested: | Community Kitchen is held every 2 nd Wednesday. A commitment to regular attendance and to completing at least one of the two shifts below when volunteering is requested. The two shifts are: 9am to 1pm & 12pm to 3:30pm |
| Report to: | Kitchen Team Leader / Guest Experience Team Leader | Location: | Auburn Centre for Community 44A Macquarie Road, Auburn NSW 2144 |

About Settlement Services International (SSI)

Settlement Services International is a community-based, not-for-profit humanitarian organisation providing a range of services in the areas of refugee and migrant settlement, accommodation, asylum seeker assistance, multicultural foster care, disability support, employment services and youth support in NSW.

Our vision is to achieve a society that values the diversity of its people and actively provides support to ensure meaningful social and economic participation and to assist individuals and families reach their potential.

At SSI, we value:

- Social justice – Equity and access for all
- Diversity – Respecting diversity and being non-discriminatory
- Compassion – Caring, empathy and respect for the dignity of others
- Respect – Co-operation and mutual respect

In delivering our services, we value:

- Quality – Dynamic, flexible and responsive service
- Ethics – Professional practices and accountability
- Innovation – Commitment to partnerships and excellence

Purpose:

The SSI Community Kitchen offers a space for guests to share a meal and experience multicultural Australia. It's a place for guests to have fun meeting new people, practise their English, and participate in music and sporting activities. The Community Kitchen provides a place for guests to interact with the broader Australian community and access specialist service providers, information and skills development.

By working under the leadership of volunteer leaders, chefs and SSI staff, Community Kitchen volunteers assist to offer a welcoming space supporting the delivery of a positive guest experience.

Specific duties and responsibilities:

Community Kitchen all-rounders will be assigned to work under the kitchen team leader or the guest experience team leader dependent on need. In each of these teams a combination of the following duties may be required:

Kitchen team

- Food preparation at the direction of the chef
- Set up and pack down of the kitchen
- Follow safe food practices
- Assist with serving food

Guest experience team

- Welcome guests and provide new guests with an introduction to the Community Kitchen and the Auburn Centre for Community
- Facilitate guest involvement in activities
- Set-up and pack-down of the hall and activities
- Manage drink stations

All volunteers have the responsibility to:

- Actively support SSI's vision and values
- Work in accordance with SSI policies and procedures
- Follow all reasonable directions provided by their team leader or the Community Engagement Practitioner

Position requirements:

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| Background checks | Working with Children Check <input checked="" type="checkbox"/> Police Check <input checked="" type="checkbox"/> Reference Check <input checked="" type="checkbox"/> <i>(N.B. The police check will be paid for by SSI)</i> |
| Essential | <ul style="list-style-type: none"> • Personable, friendly and outgoing in nature • Excellent communication skills • Confident engaging with people from diverse backgrounds • Ability to work in a fast-paced environment both independently and as part of a team |
| Desirable | <ul style="list-style-type: none"> • Previous experience in working in a safe food environment would be advantageous • Previous experience working with people from culturally and linguistically diverse (CALD) backgrounds • Proficiency in a relevant community language would be advantageous: Arabic, Dari, Farsi, Tamil or Rohingya |

Benefits:

Reimbursement: Volunteers will have access to reimbursement for all preapproved expenses including reasonable travel expenses. Volunteers using their own vehicle will need to provide SSI with photocopies of their driver's licence, comprehensive car insurance and current car registration.

Training: Volunteers will be provided with access to SSI's flexible, extensive and innovative training program.

Being a member of the SSI Community: Volunteers will be kept up-to-date with all of SSI's important news, events and opportunities.

Authorisation:

Volunteer name _____

Volunteer signature _____ Date _____

Volunteer program signature _____ Date _____