

Position title:	Community Kitchen Volunteer	Times:	Wednesdays 9am-4pm, fortnightly
Report to:	Community Engagement Practitioner, Community Engagement and Capacity Manager	Location:	Auburn Centre for Community - 44A Macquarie Road, Auburn NSW 2144

About Settlement Services International (SSI)

Settlement Services International (SSI) is a leading community-based not-for-profit organisation that provides a range of services in the areas of refugee settlement, asylum seeker assistance, housing, multicultural foster care, disability support and employment services 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 Community Kitchen is a fortnightly community engagement activity for community-based asylum seekers. It brings together members of the wider community, community groups, and asylum seekers. At the Community Kitchen, participants cook, share lunch, perform music, play sport and socialise. The Community Kitchen usually draws a crowd of 100-120 people and operates on volunteer support. Volunteers are called on to lend a hand in the kitchen, help serve the meal, socialise, participate in or lead activities and help set up and pack down. This is a very rewarding role for volunteers who are interested in socialising with diverse groups and meeting new people.

Specific duties and responsibilities:

Can include one or more of the following:

- Assist with food preparation and other kitchen duties
- Assist with setting up tables and chairs and packing them away after lunch
- Provide interpreting support for clients in a relevant language (where required & applicable)
- Initiate recreational activities that can involve clients such as soccer, chess and dancing
- Initiate special activities such as arts and crafts, music sessions, etc.
- Remain committed to and uphold the values of SSI

Skills, Knowledge & Experience:

Mandatory Documents:

Working with Children Check Police Clearance
(These checks will be conducted by SSI)

Benefits:

Reimbursement: Volunteers will be reimbursed for all public transport costs incurred while volunteering. Volunteers will also be reimbursed for mileage while using own vehicle to travel to the volunteer work (volunteers will not be transporting clients in their own car).

Training: Volunteer Induction and ongoing trainings are provided free of cost.

Mailing List: Volunteers will be included on SSI's internal mailing list where they will be kept up to date with volunteer opportunities, news about the achievements and contribution made by volunteers, job opportunities and events that are occurring within and outside of SSI.

Volunteer Recognition: Volunteers at SSI are appreciated and recognised through annual events that are held each year.

Authorisation:

Volunteer Name _____

Volunteer Signature _____ Date _____

Volunteer Program Signature _____ Date _____