



Westgate Baptist Community Monday Night Community Meals Volunteer Role Descriptions

To use rescued food to deliver a delicious and nutritious meal to members of our wider community.

To provide a safe and welcoming space for people to enjoy the company of others and belong to a caring community.

For more information, or to sign up as a volunteer, contact

Penny Lloyd, WBC Community Projects Coordinator

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Westgate Baptist Community, 16 High Street, Yarraville

westgatebaptist.org.au/cooking-for-community

Volunteer – Food Pick Up

Sunday 9-10am

1. Aim

To pick up food from suppliers and return crates.

2. Qualifications

[Do Food Safely course](#) *

Must have use of a vehicle with some boot space.

3. Duties

Be available for approximately 1 hour on a Sunday morning

- o Pick up black crates from church and deliver back to Woolworths Yarraville
- o Collect the food Woolworths provides and deliver to the church kitchen (may occasionally require two trips)
- o Assist the Community Projects Coordinator to refrigerate items in a timely manner

***dofoodsafely.health.vic.gov.au**

Volunteer – Lead Cook

Sunday 4-6pm, Monday 4-7pm

1. Aim

To plan and lead the delivery of a tasty, nutritious two-course meal, made primarily from rescued food.

2. Qualifications

[Do Food Safely course](#)

Significant cooking experience, especially for large numbers

Ability to lead and work in teams

Creativity and flexibility for meal ideas

Ability to clearly communicate meal preparation instructions and to provide guidance to volunteer cooking assistants

3. Duties

Plan the menu (including main course, vegetarian and vegan option, and dessert) primarily using ingredients that have been donated or that are in the freezer/pantry.

Be available for 2 hours on Sunday afternoon for food preparation and to plan the meal.

Be available from 4-7pm on Monday to:

- o Lead the cooking team with preparation, cooking and plating of the meal.
- o Assist with clearing up the cooking dishes and surfaces.

Inform Community Projects Coordinator of any kitchen supplies running low.

Volunteer – Food Preparation Team

Sunday 4-6pm

1. Aim

To start preparation for Monday's meal under direction from Lead Cook.

2. Qualifications

[Do Food Safely course](#)

Ability to work in teams

Familiarity with prepping vegetables and fruit, washing dishes

3. Duties

Serve for 2 hours on a Sunday afternoon

As directed by the Lead Cook, work in a team to:

- o Sort food from suppliers into edible and compostable
 - o Process batches of food – washing, peeling, chopping, par-cooking or full cooking
 - o Empty waste into correct bins (compost/green bin/recycling/landfill)
 - o Clear up (wash dishes/wipe benches/sweep floor)
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Volunteer – Set up tables

Monday 5-5.30pm

1. Aim

To prepare the hall for Monday evening community dinner

2. Qualifications

Knowledge of correct lifting techniques

Attention to detail

3. Duties

- Be available an hour before meals start to set up for ~40-50 people (consult with Community Projects Coordinator)
 - Turn on the lights and heater/air conditioner if required
 - Set up tables and chairs and lay out tablecloths
 - Set out cutlery, napkins and glasses
 - Set up tables for produce giveaway
 - Set up sound absorbing panels and roll out carpets
 - Inform Community Projects Coordinator when napkin supplies begin to run low
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Volunteer – Cooking Team

Monday 4-7pm

1. Aim

To deliver a tasty, nutritious two-course meal made largely from rescued food.

2. Qualifications

[Do Food Safely course](#)

Some cooking experience

Ability to work in teams

Flexibility

3. Duties

Be available for two hours before the meal is served and the time taken to serve the meal (one hour)

As directed by the Lead Cook, work in groups to:

- o Prepare and cook the main course, accompaniments and dessert
 - o Plate up or place in serving dishes
 - o Wash up main cooking and preparation utensils and clear the decks for the dishwashing team
 - o Serve seconds as available
 - o Box up leftovers for freezing/giving away.
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Volunteer – First Server and Clean Up Team

Monday 5.45 - 6.30pm and 7.00 - 7.30pm

1. Aim

To provide a welcoming atmosphere and ensure a safe experience for all participants, to serve meals and clean up.

2. Qualifications

[Do Food Safely course](#)

Current [Working With Children Check](#) (Volunteer)

Good people skills

3. Duties

- Arrive quarter of an hour before meals start to finalise table setting and prepare for serving.
 - Welcome people on arrival and help them to get seated.
 - Ask about dietary requirements, serve food from the servery, and ensure everyone has what they need.
 - Offer/serve seconds as available.
 - Collect plates and cutlery and return to kitchen.
 - First course servers may sit and eat between 6.30pm and 7.00pm.
 - From 7.00pm, wash dishes and clean the kitchen (wipe benches, empty bins, sweep and mop the floor).
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Volunteer – Second Server and Clean Up Team

Monday ~6.20 - 7.30pm

1. Aim

To assist with the serving of dessert and to ensure kitchen and hall are left clean and tidy after the meal.

2. Qualifications

[Do Food Safely course](#)

Current [Working With Children Check](#) (Volunteer)

Good people skills

3. Duties

- Be available from ~6.20pm to relieve the first serving team.
- Serve desserts from the servery.
- Serve seconds as available and distribute takeaways.
- Collect plates, cutlery and glasses and return to kitchen.
- Clear all tables, wipe tablecloths, stack chairs, put tables away, roll up carpets, and sweep the hall.
- Under direction from Community Projects Coordinator, refrigerate or dispose of any leftover giveaway food in the hall into correct bins (compost/green bin/recycling/landfill).
- Turn off heating/air conditioning and lights in the hall.
- Assist with dishwashing and kitchen cleaning (sweep/mop/wipe down benches).