

# Volunteer Role Description

We hope that all North Richmond Community Health (NRCH) volunteers will help us work towards improving the health of our community through a shared vision and values.

**NRCH Mission:**

Building healthy communities by making healthcare more accessible and culturally relevant

**NRCH Vision:**

Healthcare that builds community

**NRCH Values:**

Innovation, embracing diversity, equity of access, organizational learning, respect for others, openness, connectedness with our community

Volunteer Role Title	United Cooking Program Volunteer
Reports to: (position and name)	Health Promotion Coordinator
Hours: (day, shift duration, frequency)	11.00am to 2.30pm on Tuesdays Weekly <b>during the school term</b>
Location:	Community Kitchen 106 Elizabeth St, Richmond
Purpose of the role:	Your role will contribute to the Healthy Communities Team and NRCH Strategic Objectives, specifically by: <ol style="list-style-type: none"> <li>1. Facilitating conversations and education about the importance of healthy eating.</li> <li>2. Creating a welcoming environment that encourages friendly, respectful, and inclusive social interactions.</li> </ol>
Duties:	<ol style="list-style-type: none"> <li>1. Preparing the kitchen for the session.</li> <li>2. Assisting with food preparation.</li> <li>3. Providing information about the benefits and importance of eating a variety of foods.</li> <li>4. Writing down the cooks' recipes and distributing them to participants.</li> <li>5. Liaising with the Health Promotion Coordinator for vouchers.</li> <li>6. Encouraging interactions between participants.</li> </ol>

	<ol style="list-style-type: none"> <li>7. Helping to tidy and clean the kitchen after the meal.</li> <li>8. Ensuring that the Health Promotion Coordinator is aware of any difficulties and individual or group achievements observed or experienced during the session.</li> </ol>
Selection Criteria - Essential	<ul style="list-style-type: none"> <li>• Knowledge of safe food handling and completion of dofoodsafely course on line. Link here: <a href="https://dofoodsafely.health.vic.gov.au">https://dofoodsafely.health.vic.gov.au</a></li> <li>• Knowledge of the nutritional value of different foods and the importance of healthy eating.</li> <li>• Enjoy working in a team.</li> <li>• Good interpersonal skills and verbal communication skills.</li> <li>• Ability to give information in an engaging, natural and fun way.</li> <li>• Reliable.</li> <li>• Inclusive and welcoming to all.</li> <li>• Ability to recognize gaps in knowledge about healthy eating and introduce information in a gentle manner.</li> <li>• Qualifications in nutrition.</li> <li>• Experience or ability to work with people from diverse backgrounds.</li> </ul>
Selection Criteria - Desirable	<ul style="list-style-type: none"> <li>• Speak language/s in addition to English.</li> <li>• Qualified Dietitian.</li> <li>• Experience in a similar role or setting.</li> </ul>

Conditions of appointment:

- Clear National Police Check
- Current Working with Children Check
- When required, clear International Police Check
- Commitment to comply with NRCH policies and procedures, Code of Conduct
- Evidence of COVID-19 Vaccination status

This is a volunteer role and does not mean the successful candidate will be offered a paid position.

I have read and agree to undertake the duties and conditions of this volunteer role description.

Print Name:

Signature:

Date