

Capability

Leadership

Policy

Connectedness

Culture



INFORMATION PACK

Hope Street Cafe Kitchen Assistant Volunteer

MICAH PROJECTS



Breaking Social Isolation
Building Community

The organisation

Micah Projects is a community based, not-for-profit organisation with a vision to create justice and respond to injustice at the personal, social, and structural levels in church, government, business and society. We believe that every child and adult has the right to a home, an income, healthcare, education, safety, dignity, and connection with their community of choice.

What we do

We work to **break down barriers** that exclude people from housing, healthcare, employment, and meaningful connections, and to give people a voice. We assist and support each individual or family including children, to resolve crisis, break social isolation, have a home, access health and community services, and build community.

Micah Projects provides a range of support and advocacy services to individuals and families according to their needs and capacity. We ensure the immediate needs of participants are met in a supportive, informed and respectful manner.

Working together

It is important to Micah Projects that people feel welcome, have choices and do not experience discrimination when working with Micah Projects. It is our aim to work with participants, each other and our partners to respectfully share knowledge, ideas, resources and skills in order to improve the service for the people we support, and the people that work as a part of the organisation.

Equal Opportunity

Micah Projects is an equal opportunity employer and promotes access to positions to individuals from a diverse range of social and cultural groups. We acknowledge the First Peoples of Australia as the traditional owners of this land and support their right to self-determination and cultural expression. We recognise that Brisbane is a diverse community and acknowledge the needs of individuals, families and communities relating to age, gender, disability, sexuality and economic status.

Child Safe Organisation

Children and young people are entitled to live in a caring and nurturing environment and to be protected from harm and exploitation. Micah Projects is a child-safe and child-friendly organisation that prioritises the safety and wellbeing of children and young people. We actively provide guidance for management, staff and others in identifying and responding to concerns about the abuse or neglect of a child or young person in contact with the organisation.

Quality statements

Micah Projects is committed to adhering to well defined, effective procedures that are designed to ensure the quality of our services and activities. We expect staff to understand the relevance and importance of their activities and how they contribute to achieving the quality objectives, and to proactively work and operate within the organisation's quality system.

WHS Statement

Everyone has a right to feel safe at work, and Micah Projects is committed to minimising the risk to any staff member, student, volunteer, contractor, consultant and Board member within the organisation. We work collectively to comply with the *Work Health and Safety Act 2015*.

Position Overview

Position Title	Team
Kitchen Assistant Volunteer	Community Connections
Reports to	Line Manages
Team Leader	
Employment Status	Hours of Work
Volunteer	1-4 pm Tuesday and/or Friday
Based at	
West End Q 4101	

Micah Projects – Organisational Services /Community Connections

The Organisational Services is integral to supporting the work of Micah Projects and sustaining the organisation as a key resource for people and the community. As a not-for-profit, our core competencies reflect community expectation for transparency, accountability, cost effectiveness and collaboration within the sector. The Organisational Services Cluster does this by supporting the service delivery teams and ensures the governance and legal requirements by fulfilling compliance and accountability in finance; administration; secretarial; governance; information technology; quality; marketing and communications; human resource management; workplace health and safety, fundraising and philanthropy.



Position Description

As a Kitchen Assistant Volunteer you will be part of Micah Projects Community Connections team. In this role you will work together with Micah staff to support the production of healthy ready-made meals for participants of Micah Projects.

Skills and qualities:

- Assist in preparing, labelling, and packaging of meals
- General kitchen duties such as dishwashing and cleaning
- Ability to work as a part of a team
- A friendly personality and good interpersonal and communication skills
- Work with limited supervision and be able to take direction when required

Expectations:

- Two (1) referees – who is not a relative and can verify your character and interaction in the community
- Consistency and reliability – willing to commit to an ongoing basis

Criteria and Conditions

Driver's License: Preferred but Not Essential	Travel: Optional
Criminal History Screening: Essential Blue Card	Assets: N/A

General Conditions

- » All volunteers are to exhibit the values of Micah Projects, as outlined in the Code of Conduct.
- » Appointment to this position will be subject to a valid Blue Card or ability to acquire one, as outlined in the organisational Criminal History Screening Policy.
- » All volunteers need to have a valid Blue Card prior starting their volunteering
- » All volunteers will comply with Workplace Health and Safety legislation as outlined in organisational policy and procedures

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