Volunteer Role Description: Home Cook

Position Overview:

As a Home Cook for Food For Love, you will play a crucial role in supporting community members going through challenging times by providing them with a nourishing meal prepared in your own home. There is no set commitment, allowing you to volunteer as your schedule permits throughout the year.

Responsibilities:

- **Weekly Communication:** Each week, you will receive an email from the Operations Manager outlining the needs for the coming week. If you are available, you will notify the Operations Manager to be paired with a nominee.
- **Meal Planning:** Once paired, you are invited to visit Food For Love at 21b Gordon Road to plan your meal. The team will assist you in selecting key ingredients from the pantry and deciding on a suitable dish.
- **Ingredient Provision:** Food For Love will provide staple ingredients from the pantry; however, please note that butter, cheese, oil and eggs are not available.
- **Special Dietary Needs:** If cooking for specific dietary requirements, ensure that all foods meet allergen guidelines and that extra care is taken during preparation. Ie gather all ingredients first, then check all food labels , and food preparation surfaces/tools are suitable.
- **Meal Preparation:** Prepare the meal at your home, ensuring adherence to food safety and health and safety policies provided by Food For Love.
- **Record Meals** : All meals prepared must be recorded in the Operandio App.
- **Temperature Check:** Temperature check any meats to ensure they are cooked safely.
- **Labeling:** Ensure all meals are labeled with the date, time, and meal information.
- **Delivery Coordination:** Agree on a day and time for meal delivery with the Operations Manager, who will inform the recipient. If delivery plans change, notify the Operations Manager as soon as possible.
- **Safe Delivery:** If the nominee is not home at the time of delivery, contact the Operations Manager immediately to arrange a plan to keep the meal chilled and safe until delivery can be completed.

Qualifications:

- Passion for cooking and a desire to support community members.
- Ability to follow food safety and health and safety protocols.
- Flexibility to volunteer as your schedule allows.

Commitment:

- There is no fixed commitment. Volunteer as you are available throughout the year.
- Wear a lanyard provided by Food For Love for identification purposes during deliveries.

Food For Love
Volunteer Role Description: Home Cook Meal Support

Position Overview:

As a Home Cook Coordinator for Food For Love, you will be an essential onsite resource at 21b Gordon Road, helping to guide and support our home cooks. Your role involves assisting with meal planning, ingredient selection, and ensuring that recipes align with available ingredients and dietary requirements. This position requires you to be onsite during rostered shifts as assigned by the Operations Manager.

Responsibilities:

- **Onsite Support:** Be present at 21b Gordon Road during your rostered shifts (up to 2 hours) to assist home cooks.
- **Meal Planning Assistance:** Help home cooks plan their meals, ensuring they make the best use of available ingredients while considering any dietary requirements and allergens.
- **Ingredient Selection:** Assist home cooks in selecting key ingredients from the Food For Love pantry, ensuring they have everything needed for their dish.
- **Recipe Ideas:** Provide creative ideas for recipes that fit the ingredients on hand and align with the dietary needs of the nominee.
- **Scheduling:** Note down the days and times that home cooks will be preparing their meals and communicate this information to the Operations Manager.
- **Collaboration:** Work closely with the Operations Manager and other team members to ensure a smooth and efficient process for meal preparation and delivery.

Qualifications:

- Strong organisational and communication skills.
- Knowledge of food preparation, including the ability to suggest recipes and accommodate dietary needs.
- A friendly and supportive attitude, with a willingness to help others.

Commitment:

- No regular schedule set, needed as assigned by the Operations Manager.

Food For Love
Volunteer Role Description: Lead Group Cook

Position Overview:

As the Lead Group Cook for Food For Love, you will take charge of the group cooking sessions, ensuring that meals are prepared efficiently and safely to support our community members in need. You will be responsible for creating a weekly menu using ingredients provided by KiwiHarvest and from our pantry, as well as leading the kitchen team on group cooking day. This role requires you to be onsite at 21b Gordon Road on Tuesday afternoons (or another time as agreed with the Operations Manager) for up to 2 hours, and at the Upper Clutha Rugby Club Kitchen on Thursdays from 9am-1pm (approximately) for the group cooking session.

Responsibilities:

- **Delivery Management:** Be onsite at 21b Gordon Road to receive the weekly food delivery from KiwiHarvest. Safely unpack and store all produce appropriately.
- **Menu Planning:** Use your cooking knowledge to create a menu that incorporates the ingredients delivered by KiwiHarvest, along with additional items from the Food For Love pantry. The Operations Manager will inform you of the number of people to cater for and the quantity of meals needed (up to 150 serves in a week).
- **Ingredient Coordination:** Note any additional ingredients required for the menu and communicate this to the Operations Manager for purchase.
- **Team Leadership:** Lead the group cook team at the Upper Clutha Rugby Club Kitchen by delegating tasks to ensure the smooth and efficient preparation of meals.
- **Safety and Compliance:** Ensure that all food safety and health and safety policies are followed during meal preparation. Make sure meals are correctly labeled with reheating instructions.
- **Record Meals** : All meals must be recorded in the Operandio App.
- **Collaboration:** Work with the Operations Manager to coordinate the necessary gear and equipment for the group cooking session.

Qualifications:

- Strong culinary skills and experience in menu planning.
- Leadership abilities with experience in coordinating a team.
- Knowledge of food safety and health and safety protocols.
- Good organisational and communication skills.

Commitment:

- Be onsite at 21b Gordon Road on Tuesday afternoons (or another agreed time) for up to 2 hours. Be onsite at the Upper Clutha Rugby Club Kitchen on Thursdays from 9am-1pm (approximately) for the group cooking session.

Food For Love
Volunteer Role Description: Group Cook

Position Overview:

As a Group Cook for Food For Love, you will play a vital role in supporting our mission to provide meals to community members in need. You will assist the Group Cook team in preparing, cooking, and serving meals for singles, elderly and those who are not catered for by our home cooks.

This role requires you to be onsite at the Upper Clutha Rugby Club on Thursdays from 9am-1pm (approximately).

Responsibilities:

- **Food Preparation:** Assist with the preparation of ingredients for the weekly meals, following the menu created by the Lead Group Cook.
- **Cooking:** Participate in the cooking process, helping to prepare meals that will be distributed to those in need within the community.
- **Serving:** Help portion and package meals according to the instructions provided by the Lead Group Cook.
- **Cleaning:** Assist with washing dishes, cleaning the kitchen area, and ensuring that the workspace is left tidy and organised.
- **Support:** Work collaboratively with the Group Cook team to ensure that all tasks are completed efficiently and safely.

Qualifications:

- Basic cooking skills and a willingness to learn.
- Ability to work as part of a team and follow instructions.
- Knowledge of food safety and health and safety practices (information will be provided).
- A positive attitude and a commitment to supporting the community.

Commitment:

- Be onsite at the Upper Clutha Rugby Club on Thursdays from 9am-1pm (approximately) to participate in the weekly group cooking session.

Food For Love
Volunteer Role Description: Driver

Position Overview:

As a Driver for Food For Love, you will be responsible for delivering meals prepared by the Group Cook team to members of the community. This role is crucial in ensuring that our meals reach those in need, offering support during difficult times. You will be required to use your own vehicle for deliveries.

Responsibilities:

- **Pick-Up:** Meet at the Upper Clutha Rugby Club, or other designated pick-up points, to collect meal bags from the Operations Manager. Pick-up time is between 3pm-3:30pm each Thursday, or as required and rostered.
- **Transport:** Over warmer months, keep travel distant to a minimum to keep meals at the optimal temperature during transportation. Any pets travelling in the vehicle must be restrained in the front seat. Ensure that all deliveries are made in a timely and safe manner.
- **Delivery:** Transport meals to nominees using your own vehicle. If a nominee is not home at the time of delivery, do not leave the meal on the doorstep. Contact the Operations Manager immediately to arrange for safe storage of the meal until it can be delivered.
- **Safety:** Do not enter a nominee's home unless invited in by the nominee. If you ever feel unsafe during a delivery, leave immediately and call the Operations Manager.
- **Confidentiality:** Maintain the confidentiality of all nominee details. Do not share personal information with others.
- **Record Meals** : All deliveries must be recorded in the Operandio App.

Qualifications:

- A valid driver’s license and access to a reliable vehicle.
- Willingness to use your own car and petrol for deliveries.
- A strong sense of responsibility and reliability.
- Ability to maintain confidentiality and respect the privacy of nominees.

Commitment:

- Be available for pick-up and delivery on Thursdays between 3pm-3:30pm, or as required and rostered.
- Wear a lanyard provided by Food For Love for identification purposes during deliveries.

Food For Love
Volunteer Role Description: Baker

Position Overview:

As a Baker for Food For Love, you'll have the opportunity to use your baking talents to create delightful treats from your own kitchen. Baking is a wonderful way to spread joy and warmth, and your homemade goods will bring a touch of comfort and happiness to those in our community who are facing difficult times. Your contributions will add a special, personal touch to the meals we provide, making someone's day a bit brighter.

Responsibilities:

- **Baking:** Prepare and bake goods from your home kitchen using your own ingredients.
- **Delivery:** Deliver freshly baked goods to the Upper Clutha Rugby Club on a Thursday morning. You can choose to bake the night before or on the morning of delivery.
- **Safety Compliance:** Follow basic food safety and hygiene practices during baking and delivery to ensure the quality and safety of the baked goods.
- **Record Meals** : All baking must be recorded in the Operandio App.

Qualifications:

- Understanding of basic food safety and hygiene practices.
- Access to a home kitchen suitable for baking.
- Ability to follow specific baking instructions and guidelines.
- Willingness to use personal ingredients and equipment.

Commitment:

- Availability to deliver goods on a Thursday morning, in sealed plastic bags or ice cream containers.
- You can bake as it fits with your schedule. No minimum commitment is required.

Food For Love
Volunteer Role Description: Fundraiser

Position Overview:

As a Fundraiser for Food For Love, you will support our mission by participating in various one-off fundraising events within the community. This role involves representing Food For Love, engaging with the public, and helping to raise essential funds through diverse activities.

Responsibilities:

- **Event Participation:** Take part in fundraising activities such as bake sales, raffles, pop-up cafes, merchandise sales, or other events as needed.
- **Representation:** Act as the face of Food For Love, effectively communicating our mission and values to the community.
- **Community Engagement:** Educate the public about our work and encourage support through donations and participation.
- **Money Collection:** Handle and collect funds raised in accordance with our procedures.
- **Promotion:** Assist in promoting fundraising events to maximise engagement and donations.
- **Logistics:** Plan and coordinate event logistics, including setting up signage and ensuring all necessary materials and supplies are in place.
- **Sourcing:** Help source prizes and sponsors to enhance event offerings and support fundraising goals.

Qualifications:

- Excellent communication and interpersonal skills.
- Passion for Food For Love's mission.
- Strong organisational and planning abilities.
- Reliability and a positive attitude.
- Ability to work independently or as part of a team during events.

Commitment:

- Availability for various one-off fundraising events, with dates and durations varying.
- Flexibility to adapt to different event formats and requirements.

Notes:

- Detailed role descriptions will be provided for each fundraiser as the tasks will vary depending on the fundraiser.
- Wear a lanyard provided by Food For Love for identification purposes during the event.

Food For Love
Role Description: Stocktake and Repackaging Support

Position Overview:

As a Stocktake and Repackaging Volunteer for Food For Love, you will play a key role in maintaining the organisation's inventory and ensuring that food items are stored properly. This role involves rotating stock, checking expiry dates, repackaging bulk food items, and keeping the storage area at 21b Gordon Road organised and tidy. This role is performed on a sporadic basis as needed, under the direction of the Operations Manager.

Responsibilities:

- **Stock Rotation:** Regularly rotate stock to ensure that older items are used first and to prevent waste.
- **Expiry Date Checks:** Monitor and check expiry dates of food items to ensure that all stock is within its use-by date and safe for consumption.
- **Repackaging:** Repackage food items delivered in bulk into smaller, manageable quantities as needed, ensuring that packaging is done according to safety and hygiene standards.
- **Inventory Management:** Update inventory lists to reflect current stock levels and any changes due to repackaging or stock rotation.
- **Tidy-Up:** Perform general tidying up of the storage area at 21b Gordon Road to maintain a clean and organised environment.
- **Reporting:** Report any issues or concerns regarding stock levels, expiry dates, or packaging to the Operations Manager.

Qualifications:

- Attention to detail and accuracy.
- Basic understanding of food safety and hygiene practices.
- Ability to perform physical tasks related to stock handling and repackaging.
- Good organisational skills and the ability to update inventory lists effectively.
- Flexibility to work as needed, based on requirements from the Operations Manager.

Commitment:

- Availability to perform stock-taking and repackaging tasks on a sporadic basis, as scheduled by the Operations Manager.
- Ability to work independently and follow instructions for maintaining inventory and cleanliness.

Food For Love
Role Description: Board Member

Position Overview:

As a Board Member for Food For Love, you will play a vital role in the governance and strategic oversight of our organisation. This position focuses on ensuring that Food For Love operates with integrity and accountability, while providing strategic direction and support to the management team. Your expertise will guide us in achieving our mission and navigating challenges, while maintaining a clear separation from operational duties.

Responsibilities:

- **Governance:** Provide strategic oversight and ensure adherence to the organisation's mission, legal requirements, and ethical standards. Your role is to govern rather than manage day-to-day operations.
- **Meetings:** Attend Board meetings once a month for up to two hours. Engage in strategic discussions, contribute to decision-making, and review organisational performance.
- **Support:** Offer guidance and support to the Food For Love management team on matters such as funding, crisis management, and risk mitigation. Ensure that governance and strategic priorities are aligned with operational activities.
- **Advocacy:** Serve as an ambassador for Food For Love, promoting its mission and values within the community and fostering support for its initiatives.

Qualifications:

- Experience in governance, management, or relevant professional fields.
- Strong understanding of organisational oversight, strategic planning, and financial management.
- Excellent communication and problem-solving skills.
- Ability to work collaboratively with other board members and provide strategic direction.
- Commitment to the mission and values of Food For Love.

Commitment:

- Attendance at monthly Board meetings for up to two hours each.
- Support and engagement with the management team on governance-related matters as needed.

Food For Love
Role Description: Board Chair

Position Overview:

As Chair of the Board for Food For Love, you will lead and oversee the governance of the organisation. Your role is vital in guiding the Board's strategic focus, ensuring effective governance, and supporting the management team.

Responsibilities:

- **Leadership:** Lead Board meetings, set agendas, and facilitate decision-making. Promote collaboration among Board members.
- **Governance:** Ensure adherence to governance practices and compliance with legal and ethical standards, maintaining focus on strategy rather than operations.
- **Strategy:** Collaborate on strategic planning and monitor progress towards goals. Adjust strategies as needed.
- **Support:** Serve as a liaison between the Board and management team. Provide guidance on funding, crisis management, and risk mitigation.
- **Representation:** Represent the Board externally, promoting the organisation's mission and values.
- **Evaluation:** Oversee Board performance and support recruitment and orientation of new members.
- **Compliance:** Ensure operations align with bylaws and address governance issues.

Qualifications:

- Experience in leadership or governance, preferably in a non-profit setting.
- Strong knowledge of governance principles and strategic planning.
- Excellent leadership, communication, and facilitation skills.
- Commitment to Food For Love's mission.

Commitment:

- Chair monthly Board meetings for up to two hours.
- Provide additional support and leadership as needed.