

Position Description	
Company: NSA of Bahá'ís of Australia	Institution: Yerrinbool Bahá'í Centre of Learning (YBCL)
Volunteer's role: Cook's Assistant	
Reporting to: YBCL Operation Manager	
<p>1. The main Purpose of this role:</p> <p>1.1. To provide support to the YBCL Cook in all required areas of catering, including kitchen hygiene, food preparation, cooking, cleaning and serving</p>	
<p>2. Responsibilities:</p> <p>2.1. Assists in the preparation of foods in accordance with the recipes set by the YBCL cook</p> <p>2.2. Helps to maintain established standards of sanitation and safety</p> <p>2.3. Keeping the work surfaces and floors clean and sanitized</p> <p>2.4. Assist in washing up pots and pans</p> <p>2.5. Using the dishwasher to wash the dishes, crockery and cutlery</p> <p>2.6. Collecting rubbish and general kitchen waste and then disposing of it</p> <p>2.7. Keeping the cool room and storeroom organised and safe</p> <p>3. Code of Conduct</p> <p>3.1. Observe and comply with the YBCL Workplace Code of Conduct at all times. Failure to comply with the Code may result in disciplinary action.</p> <p>4. Work Health and Safety</p> <p>4.1. Work with due care and consideration to safeguard own health and safety and the health and safety of others on the premises, and report any potential hazards, risks, mishaps, incidents or injuries that may occur or you become aware of during the course of work to the YBCL Director.</p> <p>4.2. Comply with all safe work practices and procedures set in place by YBCL Board (following consultation with employees and volunteers) and observe all instructions issued to protect your health and safety and/or the health and safety of others.</p> <p>4.3. Only undertake tasks that you have been appropriately trained in, and are qualified and competent to undertake in accordance with WorkCover and other requirements.</p> <p>4.4. Fix any problems/hazards within your scope of responsibility and financial delegation and immediately report any problem/hazards outside of your scope of responsibility or financial delegation to YBCL Board for immediate action.</p> <p>4.5. Attend all compulsory and relevant training.</p>	

<p>5. Reporting Requirements:</p> <p>5.1. The Cook's Assistant will be reporting to the YBCL Cook</p>	
<p>6. Obligation to YBCL Management</p> <p>6.1. Comply with all reasonable and lawful instructions provided to you by the YBCL Cook</p> <p>6.2. Perform your duties with due care and diligence.</p> <p>6.3. Perform your duties in the best interest of YBCL and the Faith.</p>	
<p>7. Essential Criteria</p> <p>7.1. Strong level of commitment and an unwavering attitude of service.</p> <p>7.2. Maturity and a great sense of responsibility.</p> <p>7.3. Love for and passion for catering</p>	
<p>Location: 27 Sierra Street, Yerrinbool, NSW, Australia.</p>	<p>Benefits:</p> <ul style="list-style-type: none"> ▪ Free accommodation in a self-contained unit ▪ Meals ▪ Volunteer allowance ▪ A tranquil and peaceful and bush setting, and natural living environment ▪ Opportunities to meet with diverse groups of guests