

Program:	
Position:	<b>Dishwashing Volunteer (3 per team)</b>
Gifts:	Ability to work with a team and adapt to changing circumstances
Time Commitment:	4.30pm – 7.30pm on (Day of the Week)

Please be on time and if you are not able to come on your rostered day, please inform Program Leader Name / Tel No or Email

### Tasks

4.30pm	<p>Meet dishwashing team, “<b>sign in</b>” and allocate jobs within your co-workers:</p> <p><b>Volunteer 1:</b> Operate the dishwasher.  <b>Volunteer 2:</b> Unload the dishwasher and pack everything away.  <b>Volunteer 3:</b> Wash the pots and trays in separate sink.</p> <p><b>Set up work station:</b></p> <ul style="list-style-type: none"> <li>• Find all empty dishwasher racks (in hall).</li> <li>• Fill right side sink half full of hot water for soaking bowls.</li> <li>• Place dishwasher cutlery basket at back of right sink together with a container of hot water for rinsing cutleries.</li> <li>• Place lined chicken scrap bin at right corner on top of bench for scraping food waste from plates.</li> <li>• Place recycle bin outside kitchen entrance.</li> <li>• Take empty water jug box from under bench and put it under coffee station in hall and take empty wine glass boxes and put them on the space under bench.</li> <li>• Get a trolley for clean dishes.</li> <li>• Clear separate sink ready for cleaning pots and trays.</li> </ul> <p><b>IMPORTANT: Check that there is a minimum of a 1/5 of detergent left in detergent container, otherwise top up detergent container.</b>  <b>Follow dishwashing instructions (on kitchen wall).</b></p> <ul style="list-style-type: none"> <li>• Commence cleaning and washing pots prior to arrival of first used dishes from hall (if not already done by kitchen team).</li> <li>• Liaise with hall team to discuss procedure for delivering used dishes from tables to dishwashing area if needed.</li> <li>• Organize dinnertimes with team.</li> </ul>
5pm	<p><b>Eat before it gets busy.</b>  Items from hall will arrive on trays to dishwashing area for scraping down into chicken bucket.</p> <p><b>Volunteer 1</b></p>

	<ul style="list-style-type: none"> <li>• Place plates straight into rack and spray it down. Bowls need to be soaked in sink.</li> <li>• All cutleries need rinsing in a container before placing it on a dishwashing dishwasher cutlery basket.</li> <li>• Use separate racks for glasses and cups.</li> <li>• Wash wine glasses in special rack with extension rack.</li> </ul> <p>Progressively work through all items from dining room and then complete remainder of pots and kitchen items.  <b>Follow dishwashing instructions to turn off dishwasher. Top up or change over detergent for dishwasher if needed.</b></p> <p><b>Volunteer 2</b></p> <ul style="list-style-type: none"> <li>• Slide rack out of dishwasher once washing cycle is completed (green light out). Allow briefly drying before stacking onto trolleys for storing away.</li> <li>• Take cutlery into hall for polishing.</li> <li>• Leave cups and glasses in racks and stack them on shelf under bench near servery hatch. Pack wine glasses away into wine boxes.</li> </ul> <p><b>Volunteer 3</b></p> <ul style="list-style-type: none"> <li>• Scrape and wash all pots, trays and bulky items and pack them away or move them to dishwashing area if a other wash in the dishwasher is needed. If not busy assist V1 and hall team with dirty dishes.</li> </ul> <p><b>Team</b></p> <ul style="list-style-type: none"> <li>• Empty bins and chicken scraps (no food and waste can stay behind), wash bins and line them. Place bins on top of bench at dishwashing area. (Commercial cleaners will clean floors in the morning).</li> <li>• Ensure that benches and sinks are cleaned down.</li> <li>• Move kitchen mat to veranda</li> <li>• Close kitchen windows</li> </ul>
7.00-7.30pm	<ul style="list-style-type: none"> <li>• Leave apron in washing basket in kitchen (try to hand it over to person taking washing before she/he leaves)</li> <li>• Tick checklist “before you leave”, note if something needs replacing (bin liner, gloves, dish washing detergent, scourers etc.) and leave check list in office together with name badge.</li> <li>• <b>“Sign out”</b></li> </ul>

**OHS**

Be aware of safe lifting procedures. E.g. no more than 15kg.
Know the fire and emergency plan.