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| Program: | <i>Emergency Relief - Fruit and Veggie Hampers</i> |
| Position: | Fruit & Veggie Hamper preparation |
| Gifts: | Ability to: work unsupervised, collaborate as a team member, have a non-judgemental attitude |
| Time Commitment: | 7.30am - 9.30am on Thursday |

If you are not able to work on your rostered day please inform Name: Tel. No. or via Email:

Tasks

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| | <ul style="list-style-type: none"> • Set up trestle tables on Family Centre veranda. • Take small white board with hamper information outside. • Set up correct number of crates and place numbers on crates according to white board information. • Using kitchen trolley transport crates from ER fridge to trestle tables. • Divide fresh produce from crates into product type. • Ensure produce is of sufficient quality to place into hampers. Place produce less than 'B' grade quality in separate crate; take it to Op-Shop or dispose for chicken scraps. • Place divided produce into crates according to individual box numbers following "Fruit & Veggie Hampers Guidelines". • After all produce is divided into hampers, place sheets over hampers as a cover. • Sweep Family Centre veranda, external passageway to ER fridge and ER entry area. • Clean and wipe inside of ER fridge. • Return extra crates to Coles. |
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| Be aware of safe lifting procedures. E.g. no more than 15kg and use kitchen trolleys |
| Be aware of safe food handling procedures. Read and sign the Diocesan Food handling guide. (Currently under review) |
| Report any incidents and breakage using the appropriate form. |