

Program:	
Position:	<b>Set up Person, pick up Second Bite (Tuesdays only)</b>
Gifts:	Ability to work unsupervised
Time Commitment:	2h on Tuesday 4pm pick up Second Bite on Tuesday

If you are not able to work on your rostered day please inform Program Leader (PL) Name:      on Tel. No.      or Email:

### Tasks

Finish before 2pm	<ul style="list-style-type: none"> <li>• Fill water jugs and place in fridge.</li> <li>• Fill milk jug and place in fridge.</li> <li>• Set up table for coffee and service station.</li> <li>• Fill urn and place it at service table.</li> <li>• Get white cutting board, bread knife, butter, 1 rack of cups and <b>all</b> the glasses (leave it in the dishwasher rack), place it at any table in hall.</li> </ul>
After 2pm	<ul style="list-style-type: none"> <li>• Set up table and chairs.</li> <li>• Pick up Coles at 4pm and follow JD "Second Bite pickup and delivery".</li> </ul>
	<b>"Sign in and out"</b>

### OHS

Know the fire and emergency plan.
Be aware of safe lifting procedures. E.g. no more than 15kg.
Report any incidents and breakage using the appropriate form.

Policy No:

Issued:

Version:

Revision: