



GEELONG FOOD RELIEF CENTRE VOLUNTEER POSITION DESCRIPTION

Thank you for volunteering your time at the Mini-Mart.
Please find listed below the duties you may be required to do during your shift.

FRONT COUNTER CLIENT SERVICE

As this is often the first and last contact the client will have when entering the mini-mart it is important to present a welcoming attitude.

Duties include –

Adding items on a basic adding machine.

Packing client's groceries and assist with carrying to vehicles if required.

SHOP FLOOR DUTIES

Stocking and restocking grocery shelves, refrigerators, fruit and vegetables area.
Cleaning and tidying shelves.

Rotating stock

Client liaison and assistance – general enquiries, assistance with special needs, and often general conversation.

STORE ROOM DUTIES

Assisting to unload stock from delivery vans.

Unpacking boxes and stocking shelves.

Pricing

Sorting fruit and vegetables.

Repackaging bulk items for shelving in mini-mart.

PREPARATION ROOM

Preparation of fruit and vegetables; Repackaging of meat, bakery items etc.

Clean up and disinfect all implements and materials used in food preparation.

GENERAL DUTIES

Completing temperature checks.

General light cleaning duties i.e. sweeping, mopping etc.

Maintaining cleanliness of freezers, benches etc.

All duties to comply with current OHS regulations and Health Regulations.

Geelong Food Relief Centre. Ph: 03 5278 6588

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