

Grace Christian Church Buderim

Morning Tea Volunteer Role Description



Nature of the Role

The purpose of the Morning Tea Volunteer is to provide morning tea for 8:30am service worshipers.

Outline of Responsibilities

- Prepare/obtain items for morning tea
- Ensure adequate hot water available prior to morning tea
- Ensure coffee urn is prepared and ready by end of the service
- Prepare food prior to end of service
- Serve tea and coffee throughout morning tea
- Comply with safe food handling requirements
- Clean kitchen and put away all items at the end of tea
- Liaise with the Administrator to ensure adequate supplies are available
- Follow protocols and procedures.
- Adherence to Grace Christian Church Buderim's policies and procedures, including our Code of Conduct.

Personal Qualities

- Have a desire to serve Jesus and his church by facilitating fellowship
- Must be a minimum age of 15 years old, and have sufficient skill and maturity for the role
- Be dependable
- Have a generally friendly disposition
- Possess and share knowledge of faith and scriptures and to set a positive example
- Be flexible physically, emotionally and mentally
- Have an interest in food service.

Frequency of Service

Rostered as a team approximately once every four weeks.

Workplace Health & Safety

- Perform all tasks in a safe and responsible manner
- Comply with all operational manuals and instructions
- Comply with safe food handling procedures
- Take care of self and others - do not allow children to run through the kitchen
- Ensure that accidents and hazards are identified, recorded and managed in accordance with current policies and procedures.

Safety Requirements

In order to develop and maintain a safe environment, you must:

- Supply to the church a current Working with Children Check approval (Qld Blue Card).
- Maintain current Safe Church training.
- Under all circumstances, avoid being alone with a child.
- Adhere to all food safe requirements.
- Comply with all operational manuals and instructions.
- Must comply with safe food handling requirements.
- Ensure that accidents and hazards are identified, recorded and managed in accordance with current policies and procedures.

I have read, and agree to abide by, this Role Description.

Name: _____

Signed: _____ Date: ____/____/____