

Meal Delivery Service

About this opportunity

This volunteer position will assist with the delivery of meals, including a social visit, to older people in their own homes. This important service, provides older people with freshly cooked meals while also providing social connection. This service is in the Brisbane North region.

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|--------------------------------|--|---------------------|--------------------------|
| Employer | Footprints in Brisbane Inc. (Footprints) | Program Area | Aged Care Services (ACS) |
| Location | Brisbane North | | |
| Hours of Service | 5 to 7 hours per week (Tuesday &/or Friday) | | |
| Reporting relationships | This role reports to the Aged Care Services (ACS) Coordinator and Social Support Groups Coordinator. | | |

Responsibilities – What will I be doing?

- Attend Footprints office, pick up meals and deliver to clients according to instructions provided. Use of Footprints vehicle or private vehicle options.
- Support clients to unpack the meals and place in their fridge/freezer according to food handling guidelines
- Use Footprints EFTPOS facilities and/or cash handling processes as client payment method for meals
- Advise ACS Coordinator if unable to attend for a regular visit as soon as possible
- Attend training as required to maintain up-to-date information about the program
- Report any incidents or concerns regarding the welfare of clients to Footprints employees immediately
- Conduct themselves in a manner consistent with Footprints Vision, Mission and Values
- Maintain confidentiality of information regarding Footprints as an organisation, clients, carers, employees and other volunteers
- Work collaboratively with the program teams and refer all individual client related enquiries to the relevant employee
- Comply with Workplace Health and Safety and other relevant Footprints policies as instructed
- Seek guidance from and communication with employees if unclear about or unable to perform duties for any reason
- Complete paperwork and reports as required

Knowledge and Skills – Am I the right fit for this opportunity?

- Am I able to interact positively with clients, employees, families and the general public
- Can I use initiative, follow direction and work with limited supervision
- Am I able to understand and respect professional boundaries, privacy and confidentiality
- I practice and understand the commitment to Workplace Health, Safety and Risk Management
- I am able and willing to work within the policies and procedures of Footprints
- I am willing to undergo a National Police Check and Yellow Card Clearance
- Drivers Licence

If this opportunity sounds like you please complete an application form and email this to:

Email: acs@footprintsinc.org.au

Telephone: 3252 3488