

## Operations Support (Mondays)

<b>Volunteer Job Title</b>	<b>Operations Support</b>	<b>Responsible To</b>	Wellington Operations Manager
<b>Location</b>	Kaibosh Wellington City 13 Hopper Street Mount Cook Wellington	<b>Travel Required</b>	Volunteers will be working from the location. Location is very close to public bus transport, and street parking is also available.  Volunteers will need their own transport to get to and from Kaibosh's Wellington City branch.
<b>Commitment Required</b>	Up to 2 hours per session, able to leave when finished.  The shift is from: 9 – 11am Mondays	<b>Position Type</b>	Part-time / casual. Can be short term for a minimum of 3 months.  The Operations Support volunteer will work alongside the Operations Manager once a week, on Monday mornings from 9-11am.
<b>Volunteer Contact</b>	Wellington Volunteer Manager	<b>Date Posted</b>	26 September 2016
<b>Training Provided</b>	Job specific training (on the job) Health and Safety Induction	<b>Posting Expires</b>	No expiry date

### Volunteer Job Description

#### Role and Responsibilities

The Operations Support role is integral to the smooth and efficient running of our Wellington HQ. Working alongside the Operations Manager every Monday morning, the Operations Support volunteer will tidy the food sorting area following the busy weekend shift, replenish stocks and supplies and provide a friendly welcome to the charities coming in to collect their food on a Monday morning.

The Operations Support volunteer is responsible for:

1. Cleaning and tidying the food sorting area
2. Replenishing supplies for the coming week's work
3. Welcoming recipient charities, ensuring they receive the correct food and that we are meeting their needs.

Key tasks for the Operations Support volunteer are:

- Clean and sanitise food sorting and other surfaces in the food sorting area.
- Sort and stack boxes for food sorting.
- Refresh the waste and recycling bins and systems.
- Clean floors in the food sorting area.
- Meet and greet charities arriving to collect their food.

#### Skill and Education Requirements

- Basic level of spoken and written English and able to read English.
- Food safety awareness (through reading Kaibosh's food safety training material).
- Clear and open communication, able to work unsupervised.
- Physically fit and able to hand carry loads of 10-20kg.

#### Additional Notes

- Volunteers must have email AND mobile phone access for scheduling and communications from Kaibosh.

## Operations Support (Mondays)

### Volunteer Job Benefits

#### You = Positive Impact

Any help you provide will, in some way, positively impact someone's life, our community and our environment. Here's what others say about our work.

**"On behalf of The Salvation Army Hope Centre we fully support and endorse the work of Kaibosh. It's a win, win, win situation – food wastage is limited, our guests and clients are truly thankful with a meal and a charitable organisation is being proactive in giving back to the community."**

Ollie Seumanufagai,  
Manager – The Salvation Army Hope Centre

**"Our Foodbank is all about regaining independence. Health and nutrition are a big part of that. Thanks to Kaibosh we are able to include a hearty pack of fresh fruit and vegetables with all our food parcels, plus any dairy we receive. The impact this can have on a family's budget and diet for the week is huge. This fresh food also supports our Youth programme and our Drop-in-Centre kitchen. Our kitchen volunteers have made jams, lemon curd and pestos all from Kaibosh produce. These are things we would not otherwise be able to provide and our guests get a real kick out of trying something new from our menu. Because of the principles Kaibosh operates by we are also mindful of our own waste, composting any produce we cannot save. What Kaibosh is supplying is more than just food, it is all about community values and generates a sense of pride that moves from Kaibosh to our staff to the families and individuals on our service."**

Louise Mearns,  
Foodbank / Volunteer Coordinator – Wellington City Mission

**"Until you hear the figures you don't realise how much food is wasted. Food isn't cheap to begin with and there are a lot of people needing it, so Kaibosh definitely fills that gap."**

Fraser Ebbett,  
Manager – Harbourside Market

#### Work References

Kaibosh can provide volunteer work references after three consecutive months of volunteering.

#### For more information, please contact us:

E-mail: [wellingtonvolunteering@kaibosh.org.nz](mailto:wellingtonvolunteering@kaibosh.org.nz)

<b>Reviewed By:</b>	Matt Dagger	<b>Reviewed By:</b>	22 September 2016
<b>Approved By:</b>	Matt Dagger	<b>Approved By:</b>	22 September 2016
<b>Last Updated By:</b>	Ben Phillips	<b>Last Updated By:</b>	04 July 2018