

Position Title: Soup Van Volunteer	Date:
Location:	Signature:

	(Agreed by the Position Holder)
	Signature:

	(Agreed on behalf of St Vincent de Paul Society)

Organisational Relationships

Reports to: Soup Van Night Leader

Positions reporting to this position: Nil

Liaise with: Soup Van Volunteers and Night Leader, Soup Van President, Soup Van Operations Manager and Clients

Preamble

The primary aim of the SVDP Soup Van Program is to offer food, compassion, genuine concern and a connection with the outside world to people experiencing, or at risk of, homelessness and disadvantage. Through the acceptance of each individual and their lifestyle, it is hoped that feelings of dignity, self-esteem, worth and value as a person are inspired. This program operates within the Mission, Vision and inspired Values of the St Vincent de Paul Society.

The Soup Van Program is a Special Work of the State Council of the St Vincent de Paul Society. Currently operating from Footscray, Fitzroy/CBD, Collingwood, Berwick, Endeavour Hills and Moe, the Soup Vans journey the streets, parks, boarding/rooming houses, public and community housing of inner Melbourne, Berwick, Endeavour Hills and Moe regions, delivering soup, sandwiches, fruit, other food and hot/cold beverages. The itinerary of each Soup Van Operation is decided by the Soup Van Committee, taking account of factors such as unmet need and the level of funding from the Society and elsewhere.

The volunteers come from a wide range of walks of life and differing experiences. Each volunteer is valued for the individual gifts, skills and knowledge they contribute to the Soup Van Program. As a Volunteer on the Soup Van Program you have Rights and Responsibilities and these are explained in the ***Volunteer Rights and Responsibilities Policy***. This Policy states the expectations that the St Vincent de Paul Society has of you while involved in this work, as well as the expectations you can have of the St Vincent de Paul Society whilst engaged with us.

Key Responsibilities & Duties of Volunteers

Specific duties

- Complete Registration for the Soup Van Program upon the first shift of volunteering by completing the ***New Volunteers Registration Form***
- Complete a 3 volunteering time probation period
- Complete a Police Check and Working With Children's Check upon completing a 3 time probation (or within 3 months of commencing volunteering services)
- Sign the ***Soup Van Nightly Record Sheet*** at commencement of each shift and sign out on completion of shift
- Assist in the preparation of soup, sandwiches and other food items as required according to ***Food Safety Policy and Procedure***
- Accept direction from the Night Leader, Soup Van President Victoria, the Soup Van President, the Work Health and Safety Manager of SVDP and the Soup Van Operations Manager of SVDP
- Support and assist the Night Leader in the smooth operation of the shift, as well as at the end of the shift to clean up and secure the kitchen, storage areas and Soup Vans.
- Wear a seat belt at all times in Soup Van vehicles where fitted
- Wear a high visibility vest or jacket when undertaking the work of the Soup Van Operations; including when loading and unloading on roadways, delivering meals on the streets or boarding/rooming houses and other dwellings and whilst on the Soup Van Run
- Notify the Night Leader as soon as possible if you are unable to do a rostered shift, or unable to undertake or complete a task
- To serve soup, food and beverages to the clients of the Soup Van Program with dignity, respect and compassion and in line with the ***Food Safety Policy and Procedure***
- To work effectively and proactively with other members in your team
- To uphold the ***Code of Conduct – Soup Van Volunteers***
- To follow Occupational, Health and Safety requirements of the organisation

Other requirements

- All drivers are to have completed the Driver's Statutory Declaration to confirm their fitness and ability to drive the Soup Van vehicles and have provided a copy of the current driver's license to the Central Office prior to driving a vehicle.
- Complete a Police Check and Working With Children's Check upon completing a 3 time probation (or within 3 months of commencing volunteering services)