

## Volunteer Position Descriptions

### Hospitality

#### Purpose of Role

Delivering a fantastic CVI State Championships occurs with a collaboration of volunteers and paid staff delivering on their duties and responsibilities relevant to their positions. Critical to supporting volunteers, is the provision of hospitality/catering for all volunteer roles during the sessions.

#### Reporting Relationships

CVI State Championships Supervisor

#### Nature of Position

Provide hot and cold catering for volunteers.

#### Duties and Responsibilities

Be present at venue at least 15 minutes prior to designated breaks.

- Within the Ticket box:
  - Check urn/jug is filled.  
Check that there is sugar, coffee tea, mugs, spoons, plates & serviettes for 5 people. (Ticket box, video, lighting, doors 1 & 2)
- Backstage:
  - Check urn/jug is filled. Check that there is sugar, coffee, tea, milk, mugs, spoons, plates & serviettes for at least 5 people.
- Prepare refreshments for:
  - 4 people upstairs (adjudicator, writer and 2 timers & check if any cadet adjudicator)
  - 5 people in ticket box - ticket box person, lighting, video and 2 doorkeepers.
  - Morning/afternoon: sandwiches, something hot, slice/bun/cake.
  - Cold food items can be taken around to ticketbox and backstage during the session. Hot food can also go backstage as there are facilities for warming. Ticket box needs hot food down when last item is about to go on stage.
  - At end of break, collect any left overs and used crockery/dishes from backstage and t/box. After washing up, if time, take clean mugs backstage and t/box. Wrap left overs e.g. sandwiches, cake and slice in glad wrap and return to fridge. Do not re-use hot foods. Dispose of unused milk from white containers, wash containers and return them to fridge.
  - All day sessions: lunch- bread rolls with fillings, bun, slices etc. can be set up on table upstairs (buffet style). Adjudicator/writer/timers can sit at table after helping themselves.
  - Dinner - something hot that can cater for all and dessert.
- Ensure that a collated list of any dietary requirements has been printed out prior to event day.
- Ensure that the Food Act and safe food handling is followed in all circumstances. If you have any questions you can contact [foodsafety@health.vic.gov.au](mailto:foodsafety@health.vic.gov.au)

**Qualification**

- Food Handlers Certificate
  - Working with Children Check (WWCC)
- + other relevant food permits / qualifications....

**Practical Experience**

- Knowledge and understanding of Calisthenics.
- Food preparation experience for events up to 50 people.

**Interpersonal and Communication Skills**

- High degree of competency of oral communication skills.
- Capacity to work independently and as an effective member with the volunteer team.