

# APPLICATION FOR VOLUNTARY WORK CHILDCARE\ADMINISTRATION\MAINTAINENCE

NAME: .....

ADDRESS: .....

CONTACT PHONE NUMBER: .....

D.O.B: ..... COUNTRY OF BIRTH: .....

LANGUAGE SPOKEN: .....

WHEN DID YOU ARRIVE IN AUSTRALIA .....

ARE YOU CURRENTLY STUDYING? Yes..... No..... WHERE .....

DO YOU HOLD A HEALTH CARE CARD? Yes..... No..... TYPE .....

POSITION APPLYING FOR: (Please tick appropriate box)

1. Childcare  (Please refer to job outline) (Police Check Required)

2. Administration  (Plases refer to job outline)

3. House Maintenance  (Please refer to job outline)

PREVIOUS EXPERIENCE: .....

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WHY WOULD YOU LIKE TO DO VOLUNTARY WORK AT OUTLETS CO-OPERATIVE LIMITED?

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WOULD YOU BE INTERSTED IN OBTAINING INFORMATION TO FURTHER YOURSELF IN THIS FIELD? (ie: Educational courses, study, job options.)

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.....

CONFIDENTIALALITY CLAUSE: I agreed that any information obtained (verbally or written) will remain that of Outlets Co-op Ltd and shall not be used for public information. Information given by clients of Outlets Co-op Ltd will be held in trust and not made public in conversation. Signed: ..... date: ...../...../.....

## **JOB OUTLINE FOR VOLUNTARY CRECHE WORK.**

*(To work under the DIRECT SUPERVISION of Head Childcare Educator and to follow instructions given)*

### **TASKS:**

1. To care for and nurture the children
2. Interact with the children
3. Assist with programmed activities
4. Follow directions given by senior staff/team leader
5. Maintain Health and Safety within the Centre
6. Will agreed to obtaining a Police Check (as per Childcare regulations)

### **DUTIES:**

1. Reading stories to children
2. Actively play and educate the children
3. Use appropriate wording to redirect misappropriate behaviour/actions
4. Disinfecting Childrens area and equipment
5. Assisting with meal times
6. Assisting children to settle at sleep time.
7. Assist in the supervision of children during free play time

### **REQUIREMENTS:**

1. To exhibit appropriate behaviour and act as role models within the Centre and when around children at all times.
2. Dress appearance is to be appropriate to that of a childcare worker at all times (Neat casual clothing, and suitable shoes are required).
3. To use appropriate communication skills when interacting with parents of the children.
4. To use your own initiative to entertain the children with enjoyable, safe and educational activities during free play.
5. Position yourself so as you can see the children at all times.
6. Always report to the team leader about a child's behaviour before reporting it to the parents.
7. Always speak to the children with respect.
8. Implement child safety practices at all times.
9. No hot drinks to be taken into the children's area.
10. Abusive language is not to be used around the children or Centre.
11. There is to be no disciplining of children i.e. smacking, raising of voices, threatening. Use your common sense, you should not do anything the children should not do.
12. Always follow House/Centre policies and regulations
13. Please be responsible and reliable. If you are ill or unable to attend, please notify the house/Centre.
14. To practice good Work Place – Occupational Health & Safety procedures.

# JOB OUTLINE FOR VOLUNTARY WORK IN ADMINISTRATION.

*(To work under the supervision of the House CEO/Co-ordinator and to follow the instructions given)*

## TASKS:

1. To answer the phone in a polite and courteous manner.
2. To note messages for return calls in Diary.
3. To ensure dissemination of information is forwarded to appropriate persons.
4. To greet and welcome people into the house.
5. To gain skills in IT and office equipment
6. To use the photocopier when required
7. Send and register Facsimiles.
8. To use the computer when required. (Word Processing, Excel, Publisher)
9. Mail registrar
10. To take bookings of Childcare, Courses and familiarise yourself with House activities
11. To assist with enquiry's from the public re: Classes, childcare, other services.
12. Promote Centre activities and program

## REQUIREMENTS:

1. To practice good Work Place – Occupational Health & Safety procedures.
2. To dress appropriately and neatly at all times.
3. To respect all house users.
4. To be polite and courteous to all house users.
5. Develop a warm and friendly environment.
6. Abusive language is not to be used in the house/Centre.
7. Always follow house/Centre policies and regulations.
8. Assist in other areas that may require your assistance.
9. Please be responsible and reliable. If you are ill or not able to attend please notify the house.

# JOB OUTLINE FOR VOLUNTARY HOUSE/MAINTAINENCE WORK.

*(To work under the supervision of the House CEO/Co-ordinator and to follow the instructions given).*

## **House Keeper/Cleaner**

### **TASKS:**

1. General cleaning of the house.
2. General tidying of the house.
3. Each room of the house is to be vacuumed and swept.
4. Skirting boards and windowsills are to be wiped free of dust.
5. Anything that is out of place is to be put back where it belongs.
6. Floors are to be mopped.
7. Cupboards are to be straightened if necessary.
8. Toilets are to be cleaned.
9. Dishes are to be washed and dried.
10. Creche toys etc. to be sterilized with disinfectant.
11. Outside garden areas to be maintained and kept free of rubbish, weeds etc.
12. Windows to be cleaned inside and out.
13. Window sills – dust free (inside & out)
14. Front of House to be hosed and washed down monthly – Lace worked broomed weekly.
15. Front verandah to be swept and hosed.
16. Cobwebs to be cleared
17. Washing to be done and hang out to dry – collected when dry and folded. Returned to appropriated departments.

### **REQUIREMENTS:**

1. To practice good Work Place – Occupational Health & Safety procedures.
2. Hygiene is to be practiced at all times in the house e.g. Washing hands after the toilet, smoking etc.
3. To follow Set cleaning procedures as outlined in policy and according to Act.
3. Abusive language is not to be used around the House/Centre.
4. Always follow house policies and regulations.
5. Appropriate clothing and shoes to be worn at all times.
6. Please be responsible and reliable. If you are ill or not able to attend please notify the house.

# JOB OUTLINE FOR VOLUNTARY HOUSE/MAINTAINENCE WORK.

*(To work under the supervision of the House CEO/Co-ordinator and to follow the instructions given).*

## **GARDENER/HANDYMAN**

### TASKS:

1. To maintain outside area, Front garden, back and side garden and Childrens play area.
2. Lawn Mowing, collection of leaves
3. Trimming of Hedges and Apricot tree – that over hang and cause hindrance to public/pedestrians.
4. Maintain garden beds and flowers.
5. To keep tools and equipment properly stored.
6. Maintain that shed is clear of tools for Classes (properly stored)
7. Maintain play area is cared for and abides to Childrens regulations and Act.
8. Manual work such as: refreshing Tan Bark and Sand (When ordered)
9. Assist with projects when required eg: Tightening of Door Handles, screws, change fuses
10. Trouble shoot projects (due to lack of materials and equipment – use initiative)

### EQUIPMENT AVAILABLE:

1. Shovel/Spade
2. Pick, spatula
3. Wheelbarrow
4. Ladder
5. Electric Drill
6. Manual Tools - screw drivers, hammer, wrench, chisel, file
7. Lawn Mower (Flymo- electric)
8. Shears

### REQUIREMENTS:

7. To practice good Work Place – Occupational Health & Safety procedures.
8. To dress appropriately and neatly at all times.
9. To respect all house users.
10. To be polite and courteous to all house users.
11. Develop a warm and friendly environment.
12. Abusive language is not to be used in the house/Centre.
13. Always follow house/Centre policies and regulations.
14. Assist in other areas that may require your assistance.
15. Please be responsible and reliable. If you are ill or not able to attend please notify the house.