

Job Description	General Volunteer Support
Objective	To provide general support for the Port Melbourne Neighbourhood House.
Time required	As required during the week.
Tasks	<ul style="list-style-type: none"> • Before 10am: • Put out coffee tea, sugar & cups • Tidy lounge area and wipe tables • Sweep wheelchair ramp & entrance, put leaves in bin • Tidy kitchen, wipe surfaces, wash dishes <p>By midday:</p> <ul style="list-style-type: none"> • Get mail put in mail book • Check & tidy leaflet racks, photocopy replacement leaflets if they are running out. • By 1pm (Mondays) sweep & mop floor in meeting room. Wipe tables. <p>Before leaving:</p> <ul style="list-style-type: none"> • Dry & put away dishes, empty dishwasher, tidy kitchen again • Add outgoing mail to book, take to post box <p>Other tasks:</p> <ul style="list-style-type: none"> • (Wednesday before 11.30am) put out coffee, tea, cups urn etc for bridge group in the hall • Data entry for financials/other data entry (depending on skills) • Buying stationary, milk, supplies, etc • Cupboard sorting & mail outs • Stationary audit <p>Weekly:</p> <ul style="list-style-type: none"> • Clean fridge • Water plant

Training provided:	<ul style="list-style-type: none">• orientation to the Neighbourhood House• occupational health and safety training
Contact	Julie-Anne Leslie 9645 1476 volunteer@pmnh.org.au