

## Donor Centre Refreshment Volunteers

### Australian Red Cross Blood Service

#### Organisation Information

Organisation name:	Australian Red Cross Blood Service
Aim / mission of organisation:	To perform a critical role in healthcare by providing a safe, secure and cost effective supply of quality blood products, essential services and leading edge research to meet the needs of patients.
Address:	Level 1, 51-65 Clarke Street Southbank
Phone:	8866 2024
Fax:	9259 3521
Email:	<a href="mailto:kpalmer@arcbs.redcross.org.au">kpalmer@arcbs.redcross.org.au</a>
Website:	<a href="http://www.donateblood.com.au">www.donateblood.com.au</a>
Operating hours:	Monday-Thursday 7.15am-8.00pm Friday 7.15am-6.00pm Sunday 8.15am-3.30pm

#### Volunteer Position Information

Position title:	Donor Centre Refreshment Volunteers
Tasks / duties:	Greeting blood donors with a smile in the refreshments area at the end of their donation, making tea/coffee/milkshakes and serving hot pies and sausage rolls.  Keeping refreshments area well stocked and tidy, putting away newspapers/magazines and cleaning tables and chairs once donors have left.
Skills & knowledge:	Desirable – food handling certification or experience  Ability to provide quality customer service with a smile
Special requirements (e.g. police check):	Complete the pre-employment health questionnaire satisfactorily
Time commitment:	Minimum 2 hour shifts
Days required:	Monday-Friday, Sundays – various times available
Location of position:	Level 1, 51-65 Clarke Street Southbank

Other comments:	Also recruiting volunteers for our Bourke Street Donor Centre weekdays and Saturdays		
Contact person:	Kyleigh Palmer	Contact details:	8866 2024 / <a href="mailto:kpalmer@arcbs.redcross.org.au">kpalmer@arcbs.redcross.org.au</a>
Closing date:	Ongoing		