

# Food4Macc Role Description – Volunteer

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## Purpose of role

Food4Macc (F4M) could not function without the time and effort put in by its volunteers.

A person can volunteer by carrying out physical work, giving informal advice and / or taking on a position of responsibility.

A F4M volunteer is someone who voluntarily gives whatever time he or she decides to participate in F4M activities that he or she chooses.

A volunteer need not necessarily be a member of F4M.

## Responsibilities

1. Complete a **Volunteer Registration Form** and hand it to a F4M Management Committee member for authorisation before or as soon as practical after starting as a F4M volunteer for the first time.
2. At all times take responsibility for own safety and to take care for the safety of other volunteers while participating in F4M activities.
3. Understand and comply fully with the **F4M Health and Safety policy** and the **Volunteer Safe Working Guidelines**.
4. Be aware of the F4M policies on **Working with Vulnerable Persons** and **Equal Opportunities**.
5. When working at or visiting a site where physical work (e.g. gardening) is taking place:
  - Sign the **Volunteer Agreement and Attendance at Project Site** log on each visit
  - Do not undertake any tasks that are felt to be unsuitable for whatever reason
  - Follow the instructions of the project manager
  - Report to the project manager as soon as possible any unsafe act or situation, near miss or incident that has caused harm.