

Historic church building

**Shop Till Pack UP**

 **& Pantry**

**Clean Up Team**

**Role Description**

***‘’Dollars and Sense***

***05/02/2025***

This High Trust position is required each Thursday between 1pm & 3pm.

The role is high trust because you may have to deal with final reconciliation of monies after Thursday trade. Discus this process with the supervisor or treasurer as to what is required on the day.

**Essential:**

It is essential that you familiarise yourself with the similar

**Pantry Shop Till**

**Role Description**

‘Dollars and Sense’

**This role also comprises part of the total *Hall/Pantry Shop/Kitchen clean up team***.

These roles are not all necessarily High Trust volunteer roles.

A separate and specific role description exists for the *Kitchen* ***c****lean up* tasks and *General Hall* although you may agree to assist each other . Discuss within the team. They share your workspace and time slot .

All members of the team comply with the following: -

* It is suggested that you have your lunch prior to 1pm.
* Your supervisor during this period is a congregational member present. A high trust role also in charge of locking up keys.

**-Team Essentials are:-**

* Ability to work alone and as a team member
* Politely inform customers after 1pm that we are closed and that on-going conversations could take place outside.
* cleaning hall table tops; clean and sanitise
* wipe the arms of chairs, stack (not touching fabric against the wall)
* Floors vacuumed and /or mopped, include the Pantry Shop.
* Wiping Shop shelves and if time permits and opportunity arises restack shelves. This is especially helpful on the third week of the month with the upcoming market, but not essential.
* Bathroom clean up, including toilet, replacing rolls mopping floor.

Use the wet-floor sign.

* Refill the urn when safe to do so.
* Clean and set up tables for hampers Friday, retain strong boxes.
* Consider if there is another function to follow eg Labor Party meeting.
* Empty the hall bins to red, green and yellow bins as appropriate.
* Fill the red and yellow bins. Excess large cardboard can be removed Friday. Put out the bins on roadside for Friday morning collection.
* Fridges wiped clean in hall and shop, turned off and unplugged.
* Return till, baskets etc to Pantry store
* Bring in the umbrella, remove cushions from out-door chairs, store under the awning to keep dry.

**Before Departure**

* Check that the urn is turned off and unplugged
* Check that lights and air conditioner turned off before departure.
* Prior to exit check all doors, external and internal, are locked, windows closed, curtains drawn.
* Collect kitchen washing if required, if taken home these items must be washed separate to home laundry.
* Inform your supervisor if cleaning products, toiletries etc that need purchasing or topping up so Friday delivery can be organised.

**Desirable, for all the team:-**

* Observing and assisting to provide a safe environment for customers and volunteers. This applies to the physical and emotional environment for all.
* Exercise self-care, ask for help if needed.
* Referral to your supervisor if tasks are beyond your comfort level, time allowance or scope of training.
* Refer to your supervisor if role descriptions require further discussion, i.e. modification as circumstances change. Revisit your initial volunteer agreement and induction process as required.
* Be open to suggested subjects relevant to the ongoing training and personal development and enjoyment of all pantry volunteers

All roles descriptions are retained as Master copies, in the kitchen filing cabinet in a red hardcover folder. These documents are also freely available as digital copies and can be emailed to you by request. Hard copies can also be provided. There is a photocopier in the hall. The link to web site copies is or at the bottom of the site

<https://eden.uca.org.au/eden-community-pantry/>

 or search for “Eden Community Pantry”.

Pam Skelton, chairperson,

Garden of Eden Community Project sub-committee of Eden Uniting Church.