

# SOUL CAFE VOLUNTEER APPLICATION FORM

Soul Café was established in 2003 and provides hundreds of free meals per week to highly disadvantaged members of the Newcastle region; many of whom are homeless, have a mental illness, suffer from a substance abuse issue or live in poverty. Our meals are simply the medium to be able to work with people in a greater way.



Please return this to [soul@soulcafe.org.au](mailto:soul@soulcafe.org.au) or PO Box 686, Newcastle 2300

FULL NAME		
ADDRESS		
PHONE	Home:	Mobile:
EMAIL		
OCCUPATION		
DATE OF BIRTH		
EMERGENCY CONTACT	Name:	Phone:
HOW DID YOU HEAR ABOUT SOUL?	<i>Relationship to you:</i>	
WHY DO YOU WANT TO VOLUNTEER WITH SOUL?		
PREVIOUS VOLUNTEER WORK	<i>Give brief detail:</i>	
FIRST AID CERTIFICATE	Do you have a first aid certificate? (If yes, please provide a copy) <input type="checkbox"/> YES <input type="checkbox"/> NO	
WWCC	Do you have a current Working With Children Check? (If yes, or have applied, please provide a copy) <input type="checkbox"/> YES <input type="checkbox"/> NO	
EXISTING MEDICAL CONDITIONS	<i>Please list any medical or mental health conditions (or any medication you take) that may affect your ability to undertake voluntary work (any information will be kept confidential):</i>	

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE?      Yes       No

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## VOLUNTEER PREFERENCE FOOD PREPARATION SERVICE

Please indicate your preference for volunteer role and day

Breakfast shift (weekly): 6:30am to 9:00am (Service 7am – 8:30am)

Mon  Wed  Thurs  Fri  Sat (3-wkly rotating shift)

Lunch shift (weekly): 9:00am to 2:00pm (Service 10:30am – 12.30pm)

Mon  Tues  Wed  Thurs

Sunday Lunch shift (4-weekly rotating): 11am to 2pm (Service 12noon – 1pm)

Sunday

## FLOOR TEAM / GUEST SUPPORT (this team chats with guests and links them to Soul Services)

Breakfast shift (weekly): 6:30am to 9:30am (Service 7am – 8:30am)

Mon  Wed  Thurs  Fri  Sat (3-wkly rotating shift)

Lunch shift (weekly): 9:30am to 2:00pm (Service 10:30am – 12.30pm)

Mon  Tues  Wed  Thurs

Sunday Lunch shift (4-weekly rotating): 11am to 2pm (Service 12noon – 1pm)

Sunday

## PANTRY (service 1-2pm Tues, Weds; 9-10am Friday)

Tues (12-2.30pm)  Weds (12-2.30pm)  Fri 8-11am

## RECEPTION / ADMINISTRATION

Weekday shift (8:30am-2pm)

Mon  Tues  Wed  Thurs

(Please list any relevant administration experience):

## VOLUNTEER CODE OF CONDUCT

- ✓ It is my responsibility to be reliable and punctual
- ✓ I will aim to give at least 48 hours' notice if I am unable to attend my shift
- ✓ I will not be under the influence of alcohol or drugs whilst volunteering at Soul Café
- ✓ I will keep any personal or organisational information that I learn whilst volunteering for Soul Café confidential
- ✓ I agree to uphold the policies and procedures of Soul Café
- ✓ I agree that unless specifically authorised I will not speak on behalf of Soul to media
- ✓ I will endeavour to promote and enhance the interests and reputation of Soul Café where possible

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_