



Position Description

Position: Photocopy Enterprise Volunteer

Reports to: Centre Manager.

Hours: Allocated during reception open hours
Current Reception days and hours are:
Mondays 10.00am – 3.00pm
Wednesdays 10.00am - 5.00pm
Thursdays 10.00am – 5.00pm

Description: This position is responsible for providing support to the Centre Manager to copy and collate documents and scan and send documents for customers of the Photocopy enterprise.

Prerequisites: Working with Children's Check and a general interest or skills in customer service.

Main Duties:

- Liaise with Customers and Community Hub Inc. staff and volunteers
- Take orders
- Copy and collate documents
- Scan and collate documents
- Scan and send emails

Skill development opportunities:

Customer Service, retail, communication, time management, teamwork and administration.

Potential Employment Pathway:

Customer Service, retail, and basic work ready skills.