



# Breakfast Club Helper

## JOB DESCRIPTION

### AIM

#### AS A BREAKFAST CLUB HELPER, YOU AIM TO:

- Show the love of Christ to the school community through this service.
- Take care to respect the feelings and privacy of all participants.
- Encourage and support them into ministry in all aspects of their life.
- Model the Christian life to the school community. Show them in the way you act and speak both the struggles and joys of being Christ-like.
- Encourage and pray for students involved in the program.
- Be involved in the planning and implementing of the breakfast program.

### RESPONSIBILITIES

#### YOU ARE DIRECTLY RESPONSIBLE TO:

*The School Principal and the Session*

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#### YOU ARE RESPONSIBLE FOR:

- Carrying out your specific responsibilities within the Breakfast Club Program,
- Welcoming and speaking to the parents / teachers.
- Inform the Breakfast Club Coordinator if your workload is unmanageable.
- Ensuring that there is no breach of trust towards the members of the group or other participants.

### REQUIREMENTS FOR THIS POSITION

#### TO SERVE IN THIS ROLE, YOU MUST:

- Be a regular attender at church and a Bible study group.
- Obtain a Working with Children Check and submit details to the CPU to verify the WWCC.
- Complete the BTS Application for Working with Children or Young People form.
- Complete Breaking the Silence Foundations Training every 3 years and complete Read and Review Training each year.
- Sign a copy of this job description, indicating your agreement to the Code of Conduct.



### Breakfast Club Helper

#### JOB DESCRIPTION - CONTINUED

#### ACTIONS

- It is important that all activities of the group are open to observation by the Minister, the Session, School leaders and parents.
- When giving the students breakfast, it is important that you have asked the individuals (or school / parents / carers) whether they have any food allergies. If necessary, a separate breakfast may need to be provided for these individuals.
- Be conversant with food handling protocols and follow appropriate guidelines (including any health orders).

#### SAFE MINISTRY PROTOCOLS FOR THIS POSITION

- All students, regardless of age, are covered by these protocols.
- Do not allow yourself to be in any area alone with a student. Always have another helper / staff member or the parent with you.
- You must adhere to any relevant school policies regarding volunteers.
- If a student discloses information to you regarding any kind of abuse or neglect, you must report this information to the Principal and the Conduct Protocol Unit. Be careful not to share confidential information to any other person.

#### AGREEMENT

I have read and understood this Job Description, the Breaking the Silence Policy and Code of Conduct.

Name:

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Signature:

Date:

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