

## Welcome to the Tauhara Centre **Work Exchange Programme**

Our **voluntary work scheme** is intended to be of mutual benefit to both Tauhara Centre and its voluntary workers. Our volunteer programme provides Tauhara with valuable assistance, mainly in the garden, housekeeping and kitchen areas and our hope is that our volunteers are well cared for while joining in the life of the Centre. Our wish is that you feel at home and welcomed here. We hope your stay here will be enjoyable. Please ask a staff member if you need any help. We encourage volunteers to come for one week, which is open for extension if mutually agreed upon.

### General Guidelines

- Please leave all areas clean and tidy after use, especially in the Lodge kitchen and bathrooms. When using the main kitchen for cooking, please make sure benches are wiped, floors swept, and food put away after the meal.
- When a group is in residence, they have exclusive use of Common Room, Dining Room or Hall. The Library and Sanctuary are open to everyone at all times. The Sanctuary and surrounds are silent areas.
- Conserve resources; turn **heaters and lights** off before you leave your rooms.
- No **pets**.
- No **alcohol or drugs**.
- Please keep the use of **candles or incense** to the Facility Rooms.
- **Bedding** is to be kept inside.
- A woodfire in the lodge is providing **your heating and hot water** – we will teach you how to use it 😊

### Tauhara Centre Staff You Will Meet!

Catherine G	General Manager
Nasir	Trustee, Office and Library.
Stan	Chef / Kitchen Team Leader
Catherine W	Maintenance Co-ordinator and Back-up Chef.
Julian	IT / Reception
Kahurangi	Kitchen Assistant



The Tauhara Centre team get ready to serve another delicious organic feast!

### Food Guidelines

While you're here we want you to feel well fed & nourished. The majority of meals are vegetarian, depending on the week meat may feature also. There is a list of the food we supply to the Wwoofers lodge on the cupboard door in the kitchen so when supplies are down, please let us know.

#### **Meal times and arrangements** - when there is **no group in residence:**

- Breakfast – eat in Wwoofer lodge. (Let us know if supplies are low)
- Morning tea – together in the main kitchen or dining room (usually 11am-11.30am)
- Lunch – together in the main kitchen or dining room at end of morning shift (usually 2pm)
- Dinner – communal meal in the main kitchen co-ordinated by a staff member (ask Stan)

## **Meal times and arrangements - When there is a group in residence:**

- When there is a group in residence the main kitchen is cooking food for the group and you are welcome to eat the food prepared by our chef. Breakfast can be eaten down in the kitchen, please eat before the 8.30 community circle and ready to start your shift at 9am.

If you have a special diet that goes beyond vegan – then we ask that you cater for yourself; we can supplement your diet where possible and reasonable.

We have good frozen meals in the back freezer some of which are designated woofers meals – please ask Stan/staff member about this food.

At certain times of the year, our gardens supply some of our vegetables. Please check with Stan what is available for picking and eating. We have other gardens across the road at Catherine's place (rainbow gardens); there may also be good vegies available there too.

## The Day-to-Day Schedule at Tauhara

### **Usual Working Day Schedule - when there is no group in residence:**

	Have your breakfast and get ready for the day
8.30am	community circle – in the kitchen
9.00am	shifts start (unless organised otherwise)
11.00am	morning tea break with homemade bread, toast and spreads provided.
11.30am	the second part of the work shift is completed
2.00pm	lunch is served. Together we clean up afterwards

## General Information

- **Phone calls.**  
Local calls can be made from the phone in the Lodge and are free of charge – dial 9 and then the number  
Toll calls can be made with phone cards, which can be bought from the Front Office.  
All toll calls require a phone card when using this phone.
- Tauhara Centre Manager at home 3770905 / 021 168 3229
- There is a **library** next to the main hall. To take books from the Library, have them issued at the office, and please make sure they are returned before you leave the Centre
- **Internet** access is available on the laptop/wifi for email/essential use only. Gold coin donation in the payment box in the Managers office please. 45 min max per person per day.
- Tauhara does not have facilities for **television** viewing, but sometimes arrangements can be made to use the Centre's player to watch a DVD/video from Tauhara's own collection.
- **Laundry** facilities are available for your use. Eco soap powder is available from the office. The washing machine takes two x \$2 coins per cycle. The dryer takes two x \$2 coins. An outdoor clothesline is available also.
- **Smokers** - the area we request you smoke in is outside the back kitchen.
- The Taupo region is very beautiful, and has many attractions. The **Information Centre** in town can help you find out more about walking tracks and many other activities.

There may be an opportunity while at the Centre to share in some communal activities, - this depends on the timing of your stay. Tauhara is a place of great contrasts. Let us know if you are interested in any of the seminar or retreats that are running while you are here.

Tauhara is a lively, friendly small community. We encourage you to 'drink in' all the aspects of this beautiful place, discover some of its secrets.

Enjoy your stay ☺

# Working safely at The Tauhara Centre

## **Please read, fill sign and return both sides of this document.**

In order to provide a safe, healthy working environment at The Tauhara Centre for all workers, voluntary and paid, please read the following with care.

Follow these general safety rules while working at the Tauhara Centre.

1. Follow instructions avoid taking chances. If you don't know or you don't understand, ASK.
2. Report immediately anything you think might hurt someone or damage equipment.
3. Put everything you use back in its proper place. Disorder causes injury and wastes time, energy, and material. Keep your work area clean and tidy.
4. Use the right tools and equipment for the job and use them safely.
5. Report any accident or damage to equipment immediately. Get first aid straight away.
6. Only use, adjust, alter and repair equipment when told to.
7. Wear approved personal protective equipment as directed. Keep it in good condition.
8. We ask that you do your best in every job. Be sensible with equipment. Do not distract other workers.
9. When lifting, bend your knees, grasp the load firmly, then raise the load, keeping your back as straight as possible. Get help with heavy loads.
10. Obey all rules, signs and instructions.
11. Know the emergency procedures, location of fire extinguishers and how to use them.
12. Maintain safe work practices and keep yourself and others safe.
13. If you are experiencing stress, anxiety or other such health issues, inform Tauhara management staff immediately. Tauhara has identified stress as a potential hazard of the Tauhara working environment. Voluntary workers need to be prepared and able for the possibility that working under tight timeframes may be required during their time at Tauhara.
14. If you are working in our gardens – please ensure that you wear gloves as protection – and follow any hygiene guidelines outlined by our garden co-ordinator to prevent infection from micro organisms in the compost.

***I have read the safety points above and agree to abide by these and the attached rules and guidelines while working at the Tauhara Centre. I have read note 13 above and am prepared and able to work under tight timeframes if required during my stay here.***

Name:

Signed:  
*Voluntary Worker*

Date:

# TAUHARA CENTRE VOLUNTARY WORKER APPLICATION FORM

## Applicant Details

Name \_\_\_\_\_ Age \_\_\_\_\_ Gender  M / F

Nationality \_\_\_\_\_ Languages \_\_\_\_\_

NZ Contact Ph \_\_\_\_\_ Email \_\_\_\_\_

How did you hear about Tauhara Centre? \_\_\_\_\_

Dates available to Wwoof at Tauhara \_\_\_\_\_

Months of voluntary work experience \_\_\_\_\_ WWOOF Membership Number: (If applicable)

**Skills/Work experience** Mark the **High** column if you are highly skilled, the **Some** column if you have some experience and leave both columns blank if you do not have skills or experience in the area.

High	Some	KITCHEN	High	Some	OUTSIDE
		Dishwashing			Weeding
		Food Preparation (chopping)			Plant Care (water, deadheading, pruning)
		Cook/Chef (menu planning and preparation)			Organic / Permaculture Training / Exp
		Baking			Simple household maintenance and repairs
		Nutrition / Special Diet Knowledge			Builder/Painter/Plumber
		Harvesting Herbs, Vegetables, Fruit			
High	Some	HOUSEKEEPING	High	Some	ADMINISTRATION
		General Cleaning (bathrooms, bed-making)			Reception / Hospitality (phone, welcome)
		Deep Cleaning (walls, windows, gutters, cupboards)			Computer (list platform, programs below)
		Laundry			Library (sorting, categorising)
COMMENTS					

## Special needs / conditions\*

Do you have any physical or psychological health conditions which we should know about or which may affect your ability to work in certain areas? If so please give details:

Do you have any special needs or serious allergies (diet, lifestyle needs or other)? If so please give details:

Do you have any medical insurance? If so please give details:

## Who can we contact in case of an emergency?

Name \_\_\_\_\_ Email \_\_\_\_\_

Phone No (incl country code) \_\_\_\_\_ Mobile No \_\_\_\_\_

Address \_\_\_\_\_

**Please let us know if you have any questions / need clarification at any time, blessings, Tauhara staff.**

*\*Please note the Tauhara Centre may not be able to accommodate the specific needs and / or conditions of all applicants.*