

# Forklift Operator Volunteer

<b>Position Description Developed</b>	April 2022
<b>Position Description Updated</b>	June 2022
<b>Position Responsible To</b>	Shift Coordinator

## Position Summary

Bendigo Foodshare is a vibrant organisation that reduces food insecurity across Central Victoria by collecting and distributing donated food and by supporting the development of food skills.

Bendigo Foodshare commenced operation in 2013. It is a not-for-profit organisation, governed by a local volunteer Board and staffed by more than 250 active volunteers. Bendigo Foodshare operates a seven-day service that sources, rescues donated and surplus food and distributes it to thousands of local people each week via local charities, community groups and schools across Central Victoria.

The core objective of Bendigo Foodshare is to rescue food that would otherwise go to waste and distribute this food as food relief to reduce food poverty in Central Victoria. However, food relief is only part of the solution to improving food security within our community. Bendigo Foodshare is also committed to working with the community to increase food skills, including growing, cooking and sharing skills, and to reduce the stigma and barriers to accessing help when it is needed.

## This position

The Forklift position is a fast paced and rewarding role for a qualified and careful operator working to assist the Shift Coordinator who is responsible for the day-to-day operations within the shed. You will be responsible for maintaining a safe environment, moving pallets and crates, and operating a forklift in a tight workspace. The goal is to ensure efficient logistics within the Bendigo Foodshare Shed.

The position is located at shed 2, 43A Havilah Rd, Long Gully.

## Responsibilities

- Guarantee safety by conducting daily checks and regular maintenance, reporting any need for repairs to the warehouse coordinator
- Unload plates and crates from a diverse range of incoming vehicles and stack them to assigned places
- Locate and move stock for sorting by volunteer floor staff or for collection by partner agencies
- Create a safe space for volunteer workers that are often unfamiliar with working in a warehouse environment
- Comply with Bendigo Foodshare policies and legal guidelines

## Key Selection Criteria

- Valid certificate to operate forklifts
- Proven experience as a forklift operator
- Excellent physical condition and coordination

