



Shift Coordinator

Position Description Developed	April 2022
Position Description Updated	June 2022
Position Responsible To	Warehouse Coordinator, Bendigo Foodshare

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 Shift Coordinator position is an exciting, dynamic and rewarding role for someone looking for a community leadership role. Working to assist the Warehouse Coordinator who is responsible for the day-to-day operations within the shed, you will be responsible for supporting a wide variety of functions associated with team management and warehouse logistics to support achievement of Bendigo Foodshare's overall food relief goals.

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

Responsibilities:

- Coordinating warehouse and driver volunteers to achieve daily tasks including but not limited to; receiving food donations; sorting and organising food pallets and crates to make efficient use of limited storage; and packing orders for collection and deliveries to our food relief partners.
- Recording information related to food received and sent out from the warehouse.
- Creating a safe, inclusive and fun working environment for our volunteer team who come from diverse backgrounds and experiences.
- Being adaptable to changing priorities within the shed.
- Maintaining open, honest and professional communication at all times. Delivering clear instructions so all members understand their roles and responsibilities.
- Performing all work with a 'safety first' approach, including monitoring (and reporting any concerns if applicable) the safety of colleagues, volunteers and contractors.

- Understanding and adhering to all relevant policies and procedures.
- Actively participating as an effective team member to achieve individual and team goals.
- All other reasonable duties, as may be directed from time-to-time.

Key Selection Criteria:

- Management experience, working with volunteers desired but not essential
- Good verbal and written communication skills
- Great organisational skills
- An ability to prioritise and adapt these priorities as situations evolve
- Must present a current Police Check prior to starting and have received your third COVID Vaccination.

