

## POSITION DESCRIPTION

### Warehouse Floor

#### Volunteer



<b>Regular Shift Available</b>	Monday to Friday - Mornings
<b>Position Description Developed</b>	December 2022
<b>Position Responsible To</b>	Shift Coordinator

**Organisation Summary:** Bendigo Foodshare (BFS) is a vibrant organisation that reduces food insecurity across Central Victoria by distributing donated food and by supporting the development of food skills.

BFS commenced operations in 2013. It is a not-for-profit organisation, governed by a local volunteer Board and staffed by more than 200 active volunteers. BFS 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 BFS 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. BFS 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.

**Position Summary:** The Warehouse Floor Volunteer position is a fast paced and rewarding volunteer role. You work as part of a volunteer team to assist the Shift Coordinator who is responsible for the day's operations within the warehouse. This role supports the achievement of BFS's overall food relief goals and would suit someone looking to support and contribute to the community.

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

Please note that this activity involves manual handling, and a reasonable level of fitness is required. Manual handling tasks may include lifting, lowering, bending, pushing, pulling, holding, twisting, turning, repetitive movements and standing for extended periods of time. If you have a pre-existing injury or condition, this role may not be suitable.

We do not allow volunteers to participate if we determine they are unable to perform tasks safely.

All volunteers are required to wear a BFS high visibility vest and name tag as provided, steel cap shoes/boots and fit for purpose, comfortable and presentable clothing.

#### **Responsibilities:**

- Pack orders for collection or delivery to Food Relief Partners across Central Victoria.
- Sorting and storing of food efficiently within the dry and cool store areas of the warehouse.
- Maintenance of a clean and organised food storage area.
- Maintain open, honest and professional communication, including communicating key messages between staff and volunteers at food partner organisations and BFS staff and volunteers as needed.



## POSITION DESCRIPTION

### Warehouse Floor

#### Volunteer



- Perform all work with a 'safety first' approach including:
  - Observe and maintain appropriate OH&S requirements.
  - Report any hazards identified in the workplace.
  - Report safety incidents occurring in the workplace.
- Always ensure safe working and manual handling practices. You should not undertake this work if at any time you do not feel comfortable.
- Accept and undertake directions from your BFS supervisor, perform all duties as an effective and contributing member of BFS.
- Fill each of your rostered shifts or notify BFS if you will be unavailable.
- Comply with BFS Code of Conduct.
- Always understand and comply with all relevant BFS policies and procedures.
- All children engaging with BFS programs have the right to feel and be safe. Keeping children safe is everyone's responsibility. BFS is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them. BFS have zero tolerance to child abuse. Each volunteer and employee have a responsibility to adhere to this requirement and report any child safety concerns to their supervisor immediately. Any breach of this standard will result in disciplinary action.

#### Key Selection Criteria:

- Reasonable level of fitness as there is some lifting and lots of movement in the role.
- Have a friendly, positive, solutions focused approach.
- An understanding of and commitment to basic OH&S principles.
- Current Police Check.
- Current Working with Children Check (for some roles).

