

POSITION DESCRIPTION

Food Relief Partner Delivery Assistant

Volunteer



Regular Shift Available	Monday to Friday – Mornings and Afternoons
Position Description Developed	December 2022
Position Responsible To	Food Partner Delivery Driver

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 Food Partner Delivery Assistant position is an exciting, dynamic and rewarding volunteer role for someone looking to support and contribute to the community. You will assist a volunteer Food Relief Partner Delivery Driver volunteer with collections and deliveries to support achievement of BFS's overall food relief goals.

NOTE: It is preferable, but not mandatory, that you have experience working as a Warehouse Floor volunteer at BFS before hitting the road.

The position is currently located at shed 2, 43A Havilah Rd, Long Gully but involves driving to and from several delivery destinations across Central Victoria.

Please note that this activity involves significant amounts of 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:

- Assist with loading completed Food Relief Partner orders, following the instructions of the Food Relief Partner Delivery Driver volunteer.



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- Support the Food Relief Partner Delivery Driver volunteer to complete a schedule of deliveries to Food Relief Partners (schools, community houses, welfare organisations etc) based on nominated and agreed delivery days and times.
- At times assisting with food donated from Food Partners and returning food to the warehouse.
- In this role you are the 'face' of BFS and should carry out this work with a friendly, polite and efficient manner to maintain BFS's positive relationship with our food donors and food partners.
- 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.
- 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:

- Current Victorian driver's licence for our vans or a Medium Rigid licence for our truck.
- Excellent driving record
- Good interpersonal skills and a personal alignment to the values that underpin BFS.
- Have a friendly, positive, solutions focused approach.
- Reasonable level of physical fitness.
- An understanding of and commitment to basic OH&S principles.
- Current Police Check.
- Current Working with Children Check (for some roles).

