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| Position title: | **Food Services Volunteer (Volunteer)** |
| Reporting to: | Project Officer (Food Services) |
| Location: | DIVRS - 285 High St, Preston. |
| Commitment | 1 × 4 hour shift, for 6 Months Minimum |
| Hours: | 9:00am -1:00pm or as otherwise negotiated |
| Overview: | Food Relief volunteers support DIVRS’ Emergency Relief program, to prepare, pack  and distribute pantry and fresh food parcels to the Darebin Community. |
| Position Purpose | The Emergency Relief Program provides assistance to residents of Darebin who are experiencing financial stress or difficulties. This can include provision of pantry staples, fresh food, financial advocacy and other types of community support.  DIVRS supports a vision of a community that is secure, healthy, sustainable and fair. |

**About DIVRS:**  
DIVRS offers a service that is:

* Free
* Confidential
* Impartial
* Independent
* Recognizes clients’ rights to make their own decisions

DIVRS’ programs are designed to support and strengthen communities and increase community participation across the whole of Darebin.

Core functions undertaken by the organisation include the provision of information, referrals and support through our Emergency Relief program. The Emergency Relief program also has a heavy focus on aiding food insecurities, providing the community with regular access to fresh and non-perishable food, as well as personal care items.

Other programs include TAC L2P Program, Urban food program, includes the delivery and development of the Darebin Fruit & Veg Squad and Backyard Basics Projects, No Interest Loans Schemes (NILS), TAX HELP, and finally our Volunteer Resource Program, which offers volunteer and training opportunities throughout Darebin. The organisation is governed by a Committee of Governance who employs the Executive Officer to be responsible for the day-to-day management of the organisation.

**Duties and Responsibilities:**

* Picking and packing staple panty parcels and fresh food parcels.
* Assisting in sorting, storing and composting of fruit and vegetables.
* Assisting in food parcel collections on site, as well as assist in delivering parcels throughout Darebin.
* Restocking and rotating all stock to ensure oldest given out first
* Assisting with the unloading, unpacking and organising of all warehouse stock
* Accurately recording details of approximate fresh food quantities throughout service – e.g.) Kg of fresh food that come through food rescue organisations.
* Practice good food safety and food handling techniques to prevent cross-contamination.

**Useful Qualifications (desired but not essential):**

* Current Drivers Licence
* Food handling certificate
* Experience in retail and hospitality or warehouse logistics/packing
* Qualification in Nutrition or Food science.

**Hours of Volunteering and Conditions:**

* DIVRS’ Emergency Relief program operates Monday to Thursday from 9:30am to 12.30pm.
* The position is on a voluntary basis.
* Food Relief Volunteers are expected to assist a minimum of one 4 hour shift per week. Shorter shifts may be negotiated with the Project Officer and will be determined case- by –case.
* The term of this volunteer position is subject to performance and the needs of the organisation.
* It is expected that both parties provide two weeks’ notice regarding leave and changes to availability. This must be provided to the Coordinator in writing.
* Immediate termination can also occur due to unsatisfactory conduct or breech of our policies or procedures.

**Police Check, Working with Children Check and Volunteer/Policy agreements:**

All team members may be asked to undertake a police check, working with children’s check before commencing duties with the organisation, as well as comply with organisational policy agreements.

**Other:**

* To have an understanding of the relevant acts, laws and legislation that impact the handling of fresh food within the organisation. This includes the Occupational Health and Safety Legislation 2004.
* To support and work co-operatively with staff members and volunteers involved with DIVRS programs.
* To report to Food Service Coordinator or DIVRS’ manager to any concerns or issues regarding risks in the area of fresh food.

**Training and Appraisal:**

* Volunteer may need to complete training sessions if they relate to relevant program.
* Any team member undertaking or participating in a course of study may request an exemption from attending certain training sessions.
* To assist with organisation planning and evaluation, all staff and volunteers are required to participate in the annual appraisal process.

**Grievance Procedure:**

* If a grievance arises be prepared to follow the organisation’s Grievance Procedure.