

## POSITION DESCRIPTION

<b>Position title:</b>	Foodbank Volunteer
<b>Program/Team:</b>	Hub Intake and Intervention Team
<b>Employment type &amp; hours</b>	6-8 hours per fortnight
<b>Working from:</b>	Fortitude Valley
<b>Reporting relationship:</b>	Reports to the Hub Intake and Intervention Manager
<b>Qualifying period:</b>	Ongoing
<b>Primary purpose of position:</b>	This position is responsible for undertaking a range of tasks to support the onsite pantry that supplies food for young people and their children.

### Necessary Skills - Applicants shall be assessed against these skills.

SELECTION CRITERIA	<ol style="list-style-type: none"> <li>1. Be available once a week for 3-4 hours</li> <li>2. Comfortably drive a 12 seater mini bus</li> <li>3. Lift and move boxes of food into and out of a vehicle</li> <li>4. Stock pantry shelves</li> <li>5. Neatly store excess stock in a storage room</li> <li>6. Dispose of boxes and waste from stocking pantry shelves</li> </ol>
Qualifications, Checks and References (Mandatory)	<ul style="list-style-type: none"> <li>• Current driver's licence</li> <li>• Working with Children Suitability Positive Notice (Blue Card) or ability to obtain same</li> <li>• Two relevant references</li> </ul>
Attributes	<ul style="list-style-type: none"> <li>• Personal drive and integrity</li> <li>• Consultative and collaborative working attitude</li> <li>• Self-directing, inclusive, respectful, ethical, and accountable.</li> </ul>

### KEY RESULT AREAS – Roles and responsibilities

Program Delivery	<ul style="list-style-type: none"> <li>• Purchase food from foodbank to stock the pantry</li> <li>• Maintain and rotate stock in the pantry at Valley Hub</li> <li>• Dispose of waste and boxes appropriately</li> <li>• Work within a small program budget</li> <li>• Complete credit card expenditure paperwork</li> <li>• Work within a team</li> </ul>
People and Culture	<ul style="list-style-type: none"> <li>• Comply with the <i>BYS Employee Code of Conduct</i> to ensure ethical and professional practice.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Maintain accurate and timely records as required.</li> <li>• Adhere to BYS policies and procedures.</li> <li>• Undertake any other tasks as required.</li> </ul>

*This Position Description forms part of the performance management framework for the Fundraising Coordinator. As the successful applicant, you are required to sign and date this Position Description to demonstrate your commitment to fulfil this role in accordance with the key result areas outlined above.*

<b>Employee Name:</b>		<b>Signature:</b>		<b>Date:</b>	
<b>Managers Name:</b>		<b>Signature:</b>		<b>Date:</b>	

