



## OzHarvest | Job Description

<b>Your Position Title:</b>	Food Rescue Driver Level 1
<b>Your Department:</b>	Food Rescue
<b>You'll Report to:</b>	Logistics Team Leader
<b>Classification :</b>	Casual
<b>Date :</b>	October 2020
<b>Your Key Relationships</b>	
<p><b>Internal:</b> Logistics Day Controller's, State Manager, Head of Operations, Head Office staff, volunteers and other OzHarvest Drivers</p> <p><b>External:</b> Food Donors, Recipient Agencies, Strategic Partners and corporate volunteers, Stakeholders, Service Providers, media, and Contractors</p>	
<b>What we're about</b>	
<p>Our purpose is to Nourish our Country. Through food rescue, education, community engagement and innovation. As an organisation we are connected by four key values:</p> <p><b>Connected by a cause:</b> We are a magnet for magnificent people, connected by a common purpose. This mission of ours is contagious. It will take all of us, every day, every way. Our cause comes to life with every single one of us.</p> <p><b>Nourish &amp; Grow:</b> We're creating a culture of giving. When we grow ourselves, we grow each other and nourish others. When we nourish others, we ourselves grow. Not just in times of vulnerability, but as we thrive.</p> <p><b>Boldly Courageous:</b> We speak and act boldly for the change that needs to happen. We embrace every challenge with optimism, dignity and respect.</p> <p><b>With Gratitude:</b> We are grateful. Always. To each other. To the people we serve. To the people who give so generously. For the work we do, and the work to be done.</p>	
<b>About the role</b>	
<p>The purpose of the OzHarvest Driver Level 1 position is to:</p> <ul style="list-style-type: none"> <li>• Proudly act as an ambassador for OzHarvest to facilitate the redistribution of meals within the local community.</li> <li>• Operate one of our bright yellow vans to rescue quality surplus food from supermarkets and other commercial outlets.</li> </ul>	
<b>Your Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Under the guidance of more senior OzHarvest personnel understand the requirements of a Driver within OzHarvest.</li> <li>• Understand how pickup and deliveries of OzHarvest food donations are to be organised.</li> <li>• Operate the OzHarvest van ("the Van") in a responsible manner on a daily basis.</li> <li>• Accept all foods donated to OzHarvest in a professional manner, ensuring all items are inspected.</li> <li>• With appropriate supervision ensure that the standards specified by OzHarvest are met.</li> <li>• Handle all food appropriately, including refrigerating food in suitable containers as required.</li> </ul>	



- Understand who are OzHarvest member agencies and ensure that deliveries are made to member agencies only. The Driver will also take the responsibility to inform the Logistics Team of any irregularity in the drop off process.
- Troubleshoot problems in pick-ups and drop-offs with the Logistics Coordinator. The Driver will also inform the Logistics Team of any logistical problems in their daily route.
- Maintain proper standards of cleanliness so that the van is clean at all times.
- Be responsible for the van such as checking oil, transmission fluid, power-steering and water at least once a week or at every fill up.
- Alert the Logistics Team to schedule a tune up, oil and lube change for the van, and other similar maintenance, on a regular basis.
- See that the van is stocked with necessary supplies at all times (food containers, labels, bags, broom, scrub brush, and cleaners). The Driver must also inform the Logistics Team of supplies needed.
- Request assistance from the Logistics Team where any problems with storage or spoilage that result from the donor's negligence and dispose of this food without offending the donor. The Logistics Team will handle contacting the donor and advising them of any necessary steps they must take to make their donation suitable.
- At the start of each shift, complete the pre-start vehicle inspection and then log in to the Crittah LCMS mobile phone App ("the App") on the OzHarvest mobile phone provided, and follow the daily run as scheduled, and accurately record on the App all pickups and deliveries made during the course of each shift by completing the information sought in the App.
- Abide by the OzHarvest Policies, including the Guidelines for Drivers, Code of Conduct, Disciplinary Policy and Procedures, WHS Policy and the Smoking, Drug & Alcohol and Drug Zero Tolerance Policy at all times. A copy of the key relevant policies will be provided along with this job description.
- Mobile phones must be on at all times when the Driver is on duty. The Driver must maintain contact with the Logistics Team at least once an hour or as specified, and all calls from OzHarvest personnel must be responded to as soon as possible.
- Ensure that the van's spare tyre and tools are maintained and are always on the van.
- Inform the Logistics Team of any on the road problems immediately (accidents, breakdowns, road-rage or complaints from other road-users), so that the necessary arrangements can be made.
- Receive guidance from the Logistics Team and State Manager on all aspects on the position, including completion of an assessment that the Driver meets the competency level required to continue to perform the position.
- Follow all instructions given to you by the Logistics Team, State Manager and Head of Operations.

At OzHarvest we are a small family and all work together to contribute to ensure we are delivering on our purpose to Nourish our Country. In order to deliver on our purpose

- There is an expectation that for all major events we, as a family, come together and take on additional responsibilities to deliver a successful event
- We are mindful of delivering the best possible outcomes by maximising contributions and minimising costs wherever possible and we do this by:
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- Seeking in kind work wherever possible, donations of goods the best possible quotes from suppliers and where possible in-kind support for the work that we do
- Direct any potential financial donor relationships to the fundraising team
- Volunteer out of hours to support our purpose

Other duties as reasonably required

#### **Personal Specifications**

##### **Requirement upon appointment**

- Valid Driver's Licence and good driving record and history
- Safe Food Handling Certificate
- Manual Handling Certificate
- Police Check

##### ***Skills, Knowledge & Experience***

- Fluency in English as well as excellent interpersonal and communication skills
- Energetic, positive and proactive
- Great organisation skills
- Strong customer service approach
- Well-developed time management and organisational skills
- Ability to work alongside volunteers

#### **Employee Acknowledgement**

I acknowledge that I have read and understand the above Job Description and agree to carry out all duties as described to the performance standards required, adhering to the policies listed below.

**Employees Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### **OzHarvest Policies that apply to this role:**

- Covid Policy
- Code of Conduct Policy
- Employment policy
- WHS Policy
- Leave Policy
- Flexible Work Arrangements Policy
- Communications Policy