

Position title	Food Enterprise Assistant
Award	General Retail Industry Award
Salary	Retail Employee Level 1
Employment type	Full-time (1.0 FTE)
Hours per week	38 hours per week – 12 Months fixed term
Reports to	Food Enterprise Coordinator
Position holder	Vacant

Position Summary

The Centre for Participation has been successful in gaining one of seven grants from VicHealth to develop a Food Hub to help boost the way we grow, buy and share food.

Join us in this new exciting social enterprise adventure which will see the Wimmera's first Food Hub supporting local growers & producers.

The principles that will underpin the development of the Food Hubs include:

- 'By the community, for the community', that is, established and operated based on specific, well understood needs and wants of local communities in the context of the local food system.
- A strong emphasis on accessibility and affordability, including ensuring fair prices for vendors while maintaining affordability for consumers.
- A priority on local producers and the local food system, ensuring that Food Hubs support and supplement (rather than, for example, compete with) the local food system.
- A focus on the Target Communities who actively participate in the Food Hub (e.g. as customers, producers, vendors, managers, etc.) and their needs drive the 'look and feel', produce, programming and operation of the Food Hub.

This is a meaningful position and we want the successful applicant to be part of the journey creating the Hub.

Key responsibilities

1. Support the co-design of the Food Hub.
2. In conjunction with the team, map small to medium fruit, vegetable, herb, grains and legumes growers across Wimmera Southern Mallee.
3. Assist implementing a distribution channel for produce & product across the Wimmera - this could be food boxes, markets, shop front, delivery service.
4. As part of your employment in the Food Hub, you will participate in a formal training program. This will allow you to develop knowledge and practical tips that will support you to be a changemaker in your local area. You will also be part of the Youth Food Network, made up of young people employed in 7 Food Hubs across Victoria. The network will support you to become advocates in their local area to transform their local food system. An external organisation will facilitate the Youth Network through regular meetings.

5. Grow nutritious produce for our customers - where we can't find producers for high demand products, we will grow what we can to meet demand.
6. Customer Service including in-person, phone and email interactions.
7. Delivering and organising distribution of products across the Wimmera.
8. Assist promoting and marketing the Hub utilising your social media skills.
9. With the team, develop policies & procedures applicable to the work carried out by the Hub.
10. Be a team player, working in conjunction with the Hub Team, Centre of Participation, Suppliers & Customers.
11. Participate in the Community Food Hub Advisory Group and support other stakeholder members.

Key selection criteria

Essential

- Aged between 18 and 25 years old
- Interested and passionate about making positive change in the community, specifically in the food systems space.
- Effective time management and organisational skills
- Experience using computers and software such as Microsoft or cloud-based Google programs.
- Good interpersonal relationship skills
- Interest in gardening and growing produce

Desirable

- Customer service experience in retail sector
- Understanding of agricultural/horticultural sector

Personal attributes

- Approachable and supportive
- Professional and ethical
- Honest and attention to detail
- Self-motivated and innovative
- Team player

Certificates and licenses (or willingness to work towards)

- Current Victorian motor vehicle license
- Current Victorian Police Check
- Current Working with Children's Check
- Up to date COVID Vaccinations

Conditions of employment

- All terms and conditions of employment are in accordance with the General Retail Industry Award and the National Employment Standards.
- The employee agrees to abide by all health and safety rules and requirements, policies and procedures of the employer that may be amended from time to time.
- This appointment is subject to: Current police check, and Current Working with Children Check
- Salary sacrificing /packaging is available to all employees of Centre for Participation.

Position Description Food Enterprise Assistant

Chief Executive Officer review and approval:

I have reviewed and approve the above position description

Signature: _____ Date: / /

Robbie Millar, Chief Executive Officer

Employee statement:

I have read, understand and agree to the above position description

Name:

Signature: _____ Date: / /