

Position title	Food Enterprise Assistant (2 x full-time positions)
Award	General Retail Services Award
Salary	Level 1
Employment type	Full-time (0.8-1.0 FTE), 12-month contract.
Hours per week	30-38 hours per week
Reports to	Social Enterprise Manager
Position holder	Vacant

Position Summary

Help us to make our community healthier! With funding from VicHealth, we set out to make our community healthier by ensuring our communities have access to fresh fruit and vegetables, grains & pulses. Not only the regular fair, but culturally appropriate food. Join us in this new exciting social enterprise adventure!

Key responsibilities

1. Customer service including in-person, phone, and email interactions.
2. Assist in the distribution channel for produce & product across the Wimmera - this could be food boxes, markets, shop front, cafe, and delivery service.
3. Learn & gain food/coffee preparation skills in our Social Pantry Van.
4. When required, cook, and prepare food for the 'Wimmera Food Collective'.
5. 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.
6. Pack shelf ready products according to customers' requirements and in line with Food Safety standards.
7. Learn skills relevant to growing vegetables and fruits.
8. Mentor and support people with disabilities for both social & employment outcomes.
9. Assist with promotion and marketing using your social media skills.
10. With the team, develop policies & procedures applicable to the work carried out by the Hub.
11. Be a team player, working in conjunction with the team, Centre of Participation, Suppliers & Customers.
12. Support the co-design of the Wimmera Food Collective.

Key selection criteria

Essential

- Computer skills such as Microsoft or cloud-based Google programs.
- Interested and passionate about community, specifically in health & food!
- Effective time management and organisational skills.
- Good relationship building skills.

Desirable

- Customer service experience in retail sector.
- Understanding of agricultural/horticultural sector.
- Interest in gardening and growing produce.

Personal Attributes	Certificates and Licenses (or willingness to work towards)
<ul style="list-style-type: none"> • Friendly & supportive • Professional • Honest • Self-motivated • Team player 	<ul style="list-style-type: none"> • Current Victorian motor vehicle license • Current Victorian Police Check (we will step you through this process) • Current Working with Children's Check • Up to date COVID Vaccinations (desirable)

Conditions of employment

- All terms and conditions of employment are in accordance with the Social, Home Care and Disability Services Industry Award 2010 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 the Centre for Participation.

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: / /