

# Advertisement – Food Quality and Safety Coordinator



June 2025

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Are you ready to use your food safety and quality expertise to make a real impact in the community?

Within this exciting and purposeful role, you will be responsible for ensuring the food we deliver to vulnerable Victorians is safe, high-quality, and handled with care.

To ensure our food meets the highest food safety and quality standards you will be responsible for developing and overseeing the implementation of food safety protocols and food quality controls across Foodbank Victoria's operations, driving continuous improvement, and supporting our team members and volunteers through training and education.

If you're passionate about using your skills to create safer food systems and stronger communities, we'd love to hear from you!

## Why Foodbank?

Whether it's everyday emergencies or in times of crisis, Foodbank Victoria has been providing vital food relief to vulnerable Victorians for 93 years. We deliver food to people who need it in three different ways: in partnership with our charity partners, through schools and via our regional Community Food Centres.

Across our network of 500 charity partners and 1,015 schools throughout Victoria, we have distributed over 25 million meals in the last 12 months and are currently feeding 69,000 Victorians a day.

While supporting our charity and school partners is at the core of what we do, as the state's dedicated emergency food relief organisation, we're also here to assist Victorians through natural disasters, pandemics and the 'invisible disaster' caused by the ongoing cost of living crisis.

## Why we're right for you

Our people come for a career and stay for the mission!

You will join an organisation full of passionate and creative people who champion and invest in the vision of helping to fight for a food secure future for all Australians.

We strive for a diverse and inclusive workforce, fostering a culturally safe and supportive environment where everyone can bring their whole self to work.

Our locations span across metro and regional Victoria including Yarraville, Brooklyn, Ballarat and Morwell but the warmth of our culture is unified across all sites.

## Imagine a future with us:

- Develop and manage supply chain food safety protocols including cold chain maintenance, allergen management, warehouse hygiene control and HACCP-alignment.
- Develop and administer Food Safety Plans across all FBV sites, whilst also ensuring regular reviews of existing site Food Safety Plans.

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- Contribute to food-safe protocols for all FBV kitchen education and cooking programs
- Develop and manage nuanced quality standards for fresh produce and grocery items across all distribution pathways, including through charity networks and funded programs
- Manage organoleptic review processes of both fresh and packaged produce.
- Apply your knowledge of FSANZ compliance to deliver FBV's recall strategy, lead investigations of FSANZ-issued recalls, lead Food Standards Code interpretation and application across the organisation, and proactively review stock for non-compliance in relation to labelling and ingredients.
- Establish monitoring systems to ensure all FBV food is safe and fit-for-purpose.
- Oversee operational and food quality auditing systems, including tracing provenance of School Breakfast Program products.
- Ensure ongoing compliance with food quality and safety components of Foodbank's national Food and Grocery Operating Guidelines (FGOG)
- Ensure food safety accreditations (including council food safety certifications) are appropriate and current for each FBV site.
- Lead teams in food safety and quality processes, drive continuous improvement, and ensure our team members and volunteers are appropriately trained – whilst ensuring there are appropriately trained and certified food safety supervisors across our sites.

## Why you're right for us:

- You want to be a part of a brand that's been around for over 90 years and genuinely share our passion for our vision of healthy food for all.
- Able to live and breathe our values of empowerment, accountability, integrity, respect, diversity, and equality.
- Minimum of 3 years professional experience in food manufacturing or fresh produce businesses.
- Relevant tertiary qualification in Food Science and/or Food Technology.
- Experience using Microsoft Office, CRM, and stock management software.
- You can confidently lead safety processes and guide others through best practices.
- Excellent communication skills with the confidence to train and support our team members across the organisation.
- Well-developed organisational and time management skills with a keen eye for detail.

## We can offer you:

- Access to salary packaging benefits to increase your take-home pay.
- Team member engagement rating of above 83%.
- An organisation focused on team member wellbeing.
- Supportive team environment that embraces change and innovation.
- Involvement in the charity work we do and volunteer opportunities.

## Keen to apply?

- Please review the Position Description on our website in the 'Careers' section at [www.foodbankvictoria.org.au](http://www.foodbankvictoria.org.au) and get to know us before you apply.
- Email your application to [employment@foodbankvictoria.org.au](mailto:employment@foodbankvictoria.org.au)
- Applications to include an up-to-date resume and cover letter.