

Advertisement –Position Vacancy Market Delivery Coordinator



March 2026

As our Market Delivery Coordinator, you will play a key role in supporting our community with the effective delivery of Foodbank Victoria's mobile food programs and facilitating the delivery of offsite community food programs including our Farms to Families and mobile supermarket events. This is a part-time opportunity, working 3 days per week (22.8 hours).

If you are passionate about social impact, with a focus on great customer service, and making the community feel welcomed, as well as bringing together your great warehouse and operational experience, this exciting opportunity might be for you.

Who is Foodbank?

Whether it's everyday emergencies or in times of crisis, Foodbank Victoria has been providing vital food relief to vulnerable Victorians for 95 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.

The culture we promote:

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 Victorians.

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 Altona, Brooklyn, Ballarat and Morwell but the warmth of our culture is unified across all sites.

What you'll do:

- Facilitate the delivery of offsite community food programs including Farms to Families, buses, and other pop-up events.
- Ensure volunteers are trained, briefed, and supervised to enable efficient 'on the day' operational execution of Programs.
- Provide customer service and hospitality when delivering the markets to the community, ensuring the community feels welcomed.
- Communicate with external stakeholders and advise of any issues and expectations that may impact the safe setup and operation of a program.
- Ensure inventory orders for Programs are picked, packed and ready to ensure smooth running of the Programs also checking for quality and providing feedback where needed on areas for improvement.
- Assist in the data collection and tracking of programs and report this to the Market Delivery Lead.
- Contribute to the development and scheduling with the market delivery lead and broader team

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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.
- Demonstrated experience in delivering effective public facing programs/ customer service experience.
- Working With Children and First Aid certified.
- Hold and maintain a current driver's license.
- Ability to travel to regional areas overnight to support events/markets on occasion.
- Ability and willingness to drive in regional Victoria.
- Experienced in the use of Microsoft Office programs, including Word, Excel and PowerPoint.
- Customer service or hospitality preferred background.
- Good written and verbal communication skills.
- Excellent interpersonal skills.
- Well-developed organisational and time management skills.
- Experience in the use of Microsoft programs, and Stock Management programs, currently Pronto.
- Good numerical and analytical skills.

We can offer you:

- Access to salary packaging benefits to increase your take home pay.
- Team member satisfaction rates above 83%.
- An organisation focused on employee wellbeing.
- Supportive team environment that embraces change and innovation.

Keen to apply?

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