

# Advertisement –Position Vacancy Market Delivery Coordinator



September 2024

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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.

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 inventory, warehouse and operational experience, this exciting opportunity might be for you.

## Why Foodbank:

We've been putting meals on the table for vulnerable Victorians since 1930. Meeting them where they are, on their terms, with solutions they need. Not only do we provide food to over 500 charities so they can feed their communities, but our direct distribution of free food is growing at a fast rate. From our 18-metre supermarket on a bus and Farms to Families fresh food regional markets, to our School Breakfast Club Program which now services over 1,000 Victorian schools, our coverage is expanding.

## Why we're right for you

You'll join a passionate and creative team based in Yarraville, Melbourne where the village vibe, art deco dwellings and coffee culture are legendary. Our mission is critical, our vision is bold, and our marketing plans are ambitious. You know that cliché 'no two days are the same'? Ours is more like 'no two hours are the same.'

## What you'll do:

- Facilitate the delivery of offsite community food programs including Farms to Families, buses, and other pop-up events.
- Ensure resources are trained, briefed, and supervised to enable efficient 'on the day' operational execution of Programs.
- Complete site scoping for any proposed new locations communicating to stakeholders advising 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.
- Manage administration related to the delivery of community food programs.
- Supervise and direct volunteers as required to deliver the program.
- Assist with the monitoring, assessment and reporting of program impacts.

## 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.

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- 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
- Staff satisfaction rates above 80%
- 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](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