


# Position Description

## Van Driver

Foodbank Victoria



<b>POSITION:</b>	Van Driver	<b>LOCATION:</b>	Yarraville & Brooklyn
		<b>DIRECT REPORTS:</b>	Nil
<b>REPORTS TO:</b>	Logistics Coordinator	<b>APPROVED BY:</b>	Chief Executive Officer - David McNamara
<b>DATE PREPARED:</b>	December 2022	<b>CEO SIGNATURE:</b>	

### PURPOSE:

Whether it's everyday emergencies or in times of crisis, Foodbank Victoria has been providing vital food relief to vulnerable Victorians for more than 90 years. Through our network of 533 charity partners across the State, we're able to provide 1.2 million meals a month to Victorians in need. And while supporting our charity 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 times of crisis.

Our vision is healthy food for all. We believe that all Victorians should have regular access to healthy food. That's why we work with partners right across the food and grocery sector, from farmers and growers right through to retailers, to source and rescue essential food and grocery items to redistribute to Victorians in need.

As we continue to grow, our Strategy FY23-27 is to take a more data influenced and place-based approach to increasing the volume of food that reaches vulnerable members of the Victorian community. In keeping with the ever changing demographic and geographic make-up of the state's population, we will develop bespoke Community Food Plans to best determine how to reduce food insecurity in each the state's 79 Local Government Areas. We will continue to support established community partners and develop programs and structures where there are none.

### THE POSITION:

Van drivers are responsible for pick-up and delivery of food, groceries and miscellaneous items in metropolitan Melbourne and country areas. Drivers will also support programs including Farms to Families markets, pop up shop and School Breakfast. Vehicles used will include vans and forklifts. Duties will also include warehouse tasks.

### KEY RESPONSIBILITIES:

#### Driving

- Delivery and collection of products.
- Hand unload or loading may be required.
- Complete external site inductions as required, ensuring that pick-up and delivery requirements at each site are met.
- Review dispatch instructions prior to leaving on a trip.
- Ensure that you understand loading/unloading procedures and weight restrictions.
- Prior to departing the warehouse, conduct an inspection of the vehicle and complete daily checklist.
- Ensure at a minimum that brakes are functioning, lights working, sufficient fluid levels, and correct tyre pressure.
- Ensure that you are fit to drive, not effected by drugs, alcohol, fatigue or injury.
- Drive defensively, ensuring your own safety first, and protection of FBV vehicles.
- Maintain paper logbook records or electronic logs as required.

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### KEY RESPONSIBILITIES (CONTINUED)

#### Occupational Health & Safety and Food Safety Handling

- Ensure that OHS standards and procedures are maintained by all employees.
- Report all workplace incidents.
- Ensure continuous improvement in OHS practices by recommending changes and implementing agreed improvements.
- Ensure food received and distributed meets FBV food guidelines.

#### Self-Management

- Positive participation in regular team meetings.
- Inform team members and other departments of relevant information as appropriate.
- Willingness to undertake training and development opportunities as appropriate.
- Effective time management and organisational skills demonstrated through ability to meet deadlines.
- Willingness to undertake other duties as required.
- Demonstrate the Foodbank Victoria values of empowerment, accountability, respect, and integrity in all work activities.
- Undertake other duties as required.

#### Authorisation Level

- Prior approval from your manager is required for any single purchase or financial commitment of \$50 or more and/or any monthly purchase or financial commitment.
- In the absence of your manager, approval of the CEO or two department managers is required.

#### Physical Requirements

- Ability to perform standard office-based tasks including computer use.
- Ability to stand and walk for extended periods of time.
- Occasional lifting of items up to 10kg to 15kg using safe manual handling techniques.

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### ORGANISATIONAL ACCOUNTABILITIES

The organisational accountabilities are the expected standards of performance for all roles and levels at Foodbank Victoria.

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| <b>Workplace Health &amp; Safety</b>               | <ul style="list-style-type: none"> <li>Actively participate and promote a health and safety culture that believes all incidents are avoidable and strives to create an environment free from injury or illness and operate in accordance with Foodbank Victoria's safety policies and procedures.</li> </ul> |
| <b>Culture</b>                                     | <ul style="list-style-type: none"> <li>Drive a positive and proactive customer service culture and demonstrate an active commitment to the culture, vision, and values of Foodbank Victoria.</li> <li>Comply with Foodbank Victoria's Code of Conduct, policies, and procedures, at all times.</li> </ul>    |
| <b>Information &amp; Communications Technology</b> | <ul style="list-style-type: none"> <li>Protect and manage Foodbank Victoria's information assets in accordance with policy and process requirements.</li> <li>Use Foodbank Victoria's technology appropriately and with respect.</li> </ul>  |
| <b>Customer Service</b>                            | <ul style="list-style-type: none"> <li>Demonstrate a comprehensive understanding of the customers of Foodbank Victoria, creating a culture of customer service excellence.</li> </ul>  |
| <b>Financial Accountability &amp; Governance</b>   | <ul style="list-style-type: none"> <li>Models compliance with Foodbank Victoria's Authority and Financial Delegations policy.</li> </ul>   |
| <b>Corporate Record keeping</b>                    | <ul style="list-style-type: none"> <li>Ensure that full and accurate records are made for all business transactions conducted on behalf of Foodbank Victoria and that all records are appropriately retained in accordance with Foodbank Victoria's recordkeeping requirements.</li> </ul>                   |

### KEY PERFORMANCE INDICATORS:

#### 1. Achievement of Key Results

- Deliveries and pick-ups completed safely and to established timeframes.
- General duties completed to requirements.

#### Measures

- 100% compliance with Food Safety, CoR, OHS and HAACP Legislation.
- No reported customer service complaints.
- 100% completion of vehicle checklists.
- Accurate Run sheet recording.
- Assistance provided to warehouse and operations team as required.

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### KEY PERFORMANCE INDICATORS (CONTINUED)

#### 2. FBV Values and Policies

- Ensure a safe and healthy working environment.
- Treat fellow staff, clients, suppliers, all others and the environment with dignity, courtesy, and respect.
- Uphold the principles of equal opportunity and maintain an inclusive workplace free of discrimination, harassment & bullying.
- Accept responsibility and accountability for our actions, work performance and the use of property.
- Act in ways that maintain our integrity, reputation, and the confidentiality of information of all stakeholders.
- Act in the spirit, as well as the letter, of the law and Foodbank Victoria's policies.
- Report and act upon any known violations of Foodbank Victoria policies.

#### Measures

- 100% compliance with Foodbank Victoria's policies and procedures.
- Take part in 1 internal workplace audit every 12 months.
- No reported breaches in confidentiality.
- All known violations of these FBV guidelines reported to line manager.

#### 3. Team Performance

- Provide a flexible and stimulating workplace that encourages honest and effective communication.
- Nurture a culture of mutual trust, support, and encouragement where everyone's contribution is recognised equally.
- Commit to the achievement of Foodbank Victoria's goals and objectives in a manner that promotes enjoyment and satisfaction in our work.
- Celebrate excellence.
- Act and communicate ethically with all stakeholders.
- Adhere to ethical purchasing procedures.
- Avoid all conflicts of interest

#### Measures

- >90% Team meetings attended.
- Training programs are achieved.
- Review discussions completed.

### KEY SELECTION CRITERIA:

#### Qualifications

- Certificate level qualification in warehouse operations highly regarded.
- Knowledge of OHS requirements in a warehouse and driving environment.
- Current forklift, drivers and HR/HC drivers licence.
- Employees undertaking driving duties or operating a forklift must provide a copy of their current Victorian Driver's Licence and/or Forklift Licence and must notify Foodbank Victoria immediately if their Licence is cancelled.
- Willingness to undertake a criminal record check.

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#### KEY SELECTION CRITERIA (CONTINUED)

##### Experience

- Ability to work in a team environment.
- Minimum 12 months experience driving heavy vehicles and forklifts in a similar environment.
- Demonstrated experience working with the public, providing customer service.
- Effective communication skills.
- Previous experience in a food industry environment highly regarded.
- Previous experience in markets or community programs highly regarded.

##### Competencies

- Seeks feedback and responds appropriately.
- Copes with change, effectively.
- Takes initiative.
- Works diligently to meet and exceed accountabilities.
- Makes others feel valued.
- Is reliable, consistent and fulfils commitments.
- Maintains confidentiality.
- Works collaboratively.
- Plans and organises work efficiently and effectively.
- Understands our markets, supply chain and operations.
- Identifies opportunities to grow or improve the organisation.
- Resourceful.
- Innovative.

I agree to abide by Foodbank Victoria's values, policies, and procedures and that this position description clearly outlines the overall responsibilities, physical requirements and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the position requirements represent the minimum requirements to perform the duties at the current level.

<b>NAME:</b>	
<b>SIGNATURE:</b>	
<b>DATE:</b>	

