FOODBANK VICTORIA POSITION DESCRIPTION

POSITION	Production Controller		
DEPARTMENT	Supply Chain		
LOCATION	Altona		
REPORTS TO	Inventory Manager		
DIRECT REPORTS	Nil		
KEY CONTACTS	Supply Chain Team, Warehouse & Logistics Teams, Community Food Centres, Food Sourcing Team, Dandenong Gre8 Team (external)		
AWARD & CLASSIFICATION	RTD, Level 3		
DATE	Sep 2026	**EXECUTIVE SIGNATURE**	

ROLE PURPOSE

The Production Controller is responsible for the efficient and effective completion of operational production tasks, working closely with stakeholders across the FBV team to ensure internal transactions are processed effectively.

MAJOR ACCOUNTABILITIES

#1: Production Control

- Process daily production tasks including build-merge and replenishment.
- Adhere to production planning controls.
- Ensure internal transactions are processed accurately in ERP.
- Assist Warehouse and Volunteering teams to plan resource requirements for production.
- Support other FBV sites to ensure effective production activities where required.

#2: Stock Allocation

- Coordinate stock movements across FBV sites.
- Identify fresh produce for internal transfers, and pick transfer orders as required.
- Assist in stock selection and fulfilment for manual distribution channels.
- Assist Supply Chain, Warehouse and Logistics teams to ensure timely, accurate deliveries to FBV sites.
- Support equitable inventory allocation across Community Food Centres (CFCs) and Dandenong distribution point.

#3: Quality Controls and Waste Management	
• Adhere to quality controls and fresh produce quality standards. • Communicate decisions around fresh produce to rework, manual distribution and waste streams according to quality.	• Assist in fresh produce quality checks before dispatch. • Process waste transactions efficiently and accurately.
#4: Inventory Accuracy	
• Assist with daily Inventory tasks as required. • Assist in ensuring high levels of inventory accuracy across systems and physical stock locations • Identify and escalate inventory discrepancies.	• Assist warehouse and volunteering teams to ensure proper stock handling and reconciliation. • Assist in End-of-Financial-Year (EOFY) and other stocktakes. • Assist in regular cycle counts and inventory checks across all FBV sites.
#5: General Warehouse Duties	
• Undertake housekeeping duties associated with maintenance of the warehouse and other designated areas as directed by your supervisor and/or manager. • Maintain daily statistical records of warehouse data as required.	• Ensure accurate records of stock usage and movement are maintained. • Prepare bulk orders and pick items for shipment to agencies and schools in both metropolitan and country areas. • Provide assistance to volunteers, contractors, and staff regarding warehouse operations.
#6: Workplace Health and Safety (WHS)	
• Comply with all company policies, procedures, and code of conduct. • Assist achieving our company vision through meeting our legal, moral, and ethical obligations. • Ensure WHS policies and processes are adopted across the organisation. • Encourage continuous improvement in WHS practices by recommending changes and implementing agreed improvements.	• Maintain a safe work environment for yourself, team members, volunteers, visitors, contractors, and other external stakeholders at all times. • Lead by example and display an active commitment to company policy and WHS compliance. • Identify and report all incidents and safety hazards so that the appropriate review and corrective action can be taken. • Ensure the office is clean, safe and conducive to work.
#7: 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. • Willingness to undertake other duties as required.	• Effective time management and organisational skills demonstrated through ability to meet deadlines. • Demonstrate the Foodbank Victoria values of empowerment, accountability, respect, and integrity in all work activities.

TECHNICAL KNOWLEDGE	PERSONAL ATTRIBUTES
• Appropriate tertiary qualifications and/or equivalent experience in inventory control, production, supply chain, or warehouse management. • Highly regarded experience in a similar role, with date-sensitive inventory. • Highly regarded fresh produce quality-management experience. • Basic Microsoft Excel experience. • Knowledge of OHS requirements in a warehouse environment. • Ideally have a current forklift licence.	• Excellent written and verbal communication skills. • Ability to work independently and in a team environment. • Numerical and analytical skills. • Well-developed organisational and time management skills.

VALUES	FOUNDATION BEHAVIOURS
Empowerment	
	• We develop Team Members and each other. • We challenge the status quo. • We provide the opportunity for ourselves and others to experience the value of our work. • We recognise and celebrate our accomplishments. • I have input and ownership.
Accountability	
	• We encourage excellence. • We encourage continuous improvement & learning. • We ensure performance management consistency. • We accept mistakes and learn from them. • I am accountable for my own performance. • I am part of a team.
Respect	
	• We encourage open, constructive feedback. • We give credit where credit is due. • We are inclusive. • We take the time to listen to each other. • We affirm our people. • We allocate tasks that are fair and reasonable to achieve.
Integrity	
	• We explain our decisions. • We do what we say we will do. • We call out an issue when it is evident. • Equal contribution is rewarded equally. • I lead by example. • I am committed to do my best. • I am encouraged to stand up for my beliefs.
Equality	
	• We encourage people to be themselves. • We strive to foster a sense of belonging in our workplace.

	• We ensure all people we interact with feel welcome, and a part of our family. • We are inclusive with our agencies and partners. • We strive to provide equal opportunity for all - internally and externally. • We call out practices which exclude others.
Diversity	
	• We recognise and encourage diversity in our workplace, in our programs and in the food, we provide to our partners. • We embrace diversity in all our people, their experiences, and points of view. • We value all cultures, backgrounds and genders. • We strive to form a diverse atmosphere for all people to be safe and secure. • By celebrating diversity, we help all people to feel included, safe and secure. • We do not tolerate discrimination. • We recognise and respect differences.