

FOODBANK VICTORIA

POSITION DESCRIPTION



POSITION	Program Facilitator – Schools Food Literacy		
DEPARTMENT	Food Literacy & Education		
LOCATION	Yarraville / Brooklyn		
REPORTS TO	Food Literacy Coordinator		
DIRECT REPORTS	Nil		
KEY CONTACTS	Food Literacy Coordinator, Program Facilitators – Schools Food Literacy & Education, Research and Design Manager, Food Literacy and Education Manager, School Breakfast Clubs Program Manager		
AWARD & CLASSIFICATION	SCHADS, Level 3		
DATE	March 2025	EXECUTIVE SIGNATURE	

ROLE PURPOSE

The Program Facilitator – Schools Food Literacy, brings Foodbank Victoria's Cooking Classes program to life, engaging parents and students in state schools across Victoria, as well as the facilitation of non-school based classes.

The Facilitator role inspires families to cook nutritious, budget-friendly meals while fostering lifelong food skills.

This hands-on role includes the statewide delivery of classes, including travel to regional Victoria with overnight travel.

MAJOR ACCOUNTABILITIES

#1: Facilitation & Coordination of Education Sessions

- Deliver practical, interactive, hands-on cooking classes for groups of parents/caregivers and students via face to face and online classes.
- Deliver classes in accordance with agreed targets and timelines.
- Deliver statewide classes, including travel to regional Victoria with the requirement to stay overnight.
- Ensure food safety requirements are met and maintained in storage, delivery and transport of food.
- Engage with internal and external stakeholders to ensure effective operation of the Program.
- Ensure nutrition advice is only provided at the direction of the Program Coordinator to ensure information adheres to current

<ul style="list-style-type: none"> • Deliver the agreed curriculum and program materials in a positive and engaging manner. • Preparation and review of cooking equipment and program resources. • Promote the benefits of a healthy diet and families connecting over meals. • Responsible for the coordination of classes by packing and delivery of session materials, equipment and food. • Assist with the coordination of program scheduling, including school bookings, inductions and course scheduling. • Ensure class set up and pack down at each session meet agreed standards. 	<p>research and industry-practice and reflects diverse needs of community including cultural, medical and nutritional needs.</p> <ul style="list-style-type: none"> • Provide effective guidance and support to program volunteers during class delivery. • Work collaboratively within the Schools team by assisting with additional duties and activities as directed. • Ensure food and equipment required for each session are packed and delivered to meet class needs.
#2: Program Administration & Evaluation	
<ul style="list-style-type: none"> • Provide reports on activities as requested. • Follow incident reporting protocols as outlined in Foodbank Victoria policy. • Ensure all Program administration completed within agreed timeframes. 	<ul style="list-style-type: none"> • Review all education activities to identify problems and implement continuous improvement processes. • Support program administration and evaluation as required.
#3: Workplace Health & Safety (WHS)	
<ul style="list-style-type: none"> • Administer First Aid within Cooking Classes, as required. • 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. 	<ul style="list-style-type: none"> • 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.
#4: Self-Management	
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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.

TECHNICAL KNOWLEDGE		PERSONAL ATTRIBUTES	
<ul style="list-style-type: none">• Relevant tertiary qualification and/or significant work experience.• Hold and maintain a current driver’s license and be prepared to drive.• Willingness to undertake a criminal record check and/or Working With Children Check.• First Aid certificate (or willingness to achieve this)• Ability and willingness to work outside normal office hours to deliver program, including willingness to stay in areas overnight to accommodate effective delivery of classes.• Experience running cooking education, or public health/nutrition programs in a practical, hands-on environment.• Experience working with education sector or other relevant community organisation highly regarded.• Excellent customer service skills.• Experienced in the use of Microsoft Office programs.• Excellent interpersonal skills, with an ability to develop positive working relationships with suppliers and stakeholders both internal and external.		<ul style="list-style-type: none">• 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.• Confident delivering practical classes to diverse groups.• Copes with change, effectively, adaptive and flexible.• Manages high pressure environments well.• Great attention to detail.• Ability to lift items approximately 10kg	
VALUES	FOUNDATION BEHAVIOURS		
Empowerment			
	<ul style="list-style-type: none">• 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			
	<ul style="list-style-type: none">• 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			
	<ul style="list-style-type: none">• 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	
	<ul style="list-style-type: none"> • 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	
	<ul style="list-style-type: none"> • 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	
	<ul style="list-style-type: none"> • 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.