

FOODBANK VICTORIA

POSITION DESCRIPTION



POSITION	Program Facilitator – Schools Food Literacy		
DEPARTMENT	Operations		
LOCATION	Brooklyn/ Altona		
REPORTS TO	Food Literacy Coordinator		
DIRECT REPORTS	Nil		
KEY CONTACTS	Program Facilitators – Schools Food Literacy & Education, Program Delivery Manager, School Breakfast Clubs Program Manager		
AWARD & CLASSIFICATION	SCHADS, Level 3		
DATE	October 2026	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 literacy skills. This hands-on role includes weekly travel to regional Victoria and after-hours sessions. Regular overnight stays are required.

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.
- Deliver the agreed curriculum and program materials in a positive and engaging manner.
- Preparation and review of cooking equipment and program resources.
- 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 research and industry-practice and reflects diverse needs of community including cultural, medical and nutritional needs.

- 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.	- Provide effective guidance and support to program volunteers during class delivery. - Work collaboratively within the Foodbank Victoria 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	
- Provide reports on activities as requested. - Follow incident reporting protocols as outlined in Foodbank Victoria policy. - Ensure all Program administration completed within agreed timeframes.	- Review all education activities to identify problems and implement continuous improvement processes. - Support program administration and evaluation as required.
#3: Workplace Health & Safety (WHS)	
- 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.	- 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	
- 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; empowerment, accountability, respect, integrity, equality and diversity in all work activities.

TECHNICAL KNOWLEDGE	PERSONAL ATTRIBUTES
• Relevant tertiary qualification in health promotion/nutrition science (desirable) and/or significant work experience. • Hold and maintain a current driver's license and be prepared to drive in metro and regional Victoria. • Willingness to undertake a criminal record check and/or Working With Children Check. • First Aid & Food Safety certificate (or willingness to achieve this) • Role includes the statewide delivery of classes, including travel to regional Victoria with overnight stays. • 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 and Salesforce. • Excellent interpersonal skills, with an ability to develop positive working relationships with suppliers and stakeholders both internal and external.	• 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.

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.