

FOODBANK VICTORIA

POSITION DESCRIPTION



POSITION	Van Driver		
DEPARTMENT	Operations		
LOCATION	Yarraville, Brooklyn		
REPORTS TO	Logistics Coordinator		
DIRECT REPORTS	Nil		
KEY CONTACTS	Logistics Team, Operations Team, Chief Operations Officer, People & Culture Team		
AWARD & CLASSIFICATION	RTDA, Level 2		
DATE	September 2024	EXECUTIVE SIGNATURE	<i>D Whitchelo</i>

ROLE PURPOSE

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

MAJOR ACCOUNTABILITIES

#1: 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.
- Undertake other warehouse and general duties assigned to you in line with your skills and experience.

#2: Workplace Health and Safety (WHS)

<ul style="list-style-type: none">• 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.
#3: 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, Integrity, Diversity and Equality in all work activities.
TECHNICAL KNOWLEDGE	PERSONAL ATTRIBUTES
<ul style="list-style-type: none">• Certificate level qualification in warehouse operations highly regarded.• Knowledge of OHS requirements in a warehouse and driving environment.• Current drivers’ licence.• Current Working with Children Check (Employee).• Forklift licence desirable.• 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.• Previous experience in a food industry environment highly regarded.	<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.• Demonstrated experience in effective communication.• Demonstrated experience working with the public, providing customer service.
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.