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| **Role:** | Storeroom Volunteer | |
| **Program:** | Social Programs | |
| **Location:** | Tuggeranong and Gungahlin Community Centre | |
| **Reporting Relationship:** | Community Pantry Coordinator | |
| ****Position Statement**** | |
| Our Community Pantries provide basic food and personal care items to individuals and families in Canberra who are experiencing hardship. The pantries are located in the Tuggeranong Community Centre and Gungahlin Community Centre, open Monday – Friday, 9.00 am – 3.00 pm.  The role of the Storeroom Volunteer is to support the Community Pantry by sorting and moving stock ot meet the pantries needs. | |
| ****Duties & Responsibilities**** | |

**Position Specific**

* Managing rotations of stock between storeroom fridges and freezers, and the Pantry (checking dates and fresh produce quality)
* Adhering to the Communities@Work Food Safety Program
* Receiving food deliveries
* Under direction of the Community Pantry Coordinator, pack agency pickups and assist agencies when they come in to pick up their items
* Repacking food into smaller packages
* Labelling packed food/take away containers
* Complete required food related paperwork
* Under direction of the Community Pantry Coordinator and following procedures, restocking pantry shelves, freezers and fridges
* Sorts donations and food orders
* Undertaking other duties directed by the Community Pantry Coordinator
* Ability to move donations with trolleys and crates

**Workplace Compliance:**

* Understands and supports the Communities@Work Vision, Mission and Values
* Maintain appropriate professional codes of ethics and work standards
* Comply with Communities@Work services’ policies and procedures
* Work within WHS guidelines and promote safe work practices
* Demonstrate a sound working knowledge of the relevant legislation and regulations

**Team Work:**

* Builds and sustains positive relationships with team members and clients
* Works collaboratively and is an effective team member
* Understands and responds to different communication styles, and treats people with respect and courtesy
* Understands diversity and tries to see different perspectives
* Identifies learning opportunities and understands constructive feedback
* Display excellence in client service.
* Follow guidance and direction of the Pantry Coordinator

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| ****Selection Criteria**** |
| **Essential** |
| * Work as part of a team * Ability to follow processes and procedures * Ability to move donations from one location to another * Maintain current ‘Working with Vulnerable People’ registration * Attendance at a Communities@Work Volunteer Induction * Attendance at other training sessions as required, including Program Area/Role specific orientation training * Holds a current I’m Alert Food Safety Certificate * Is over the age of 18 years |
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