

## Fresh Food Distribution Volunteer

March 2018

**Camcare** was established in 1976 to meet the needs of people in the local area who sought community support.

**Camcare** is a community-based organisation that operates from two sites at:

- Ashburton
- Camberwell

**Camcare** delivers support services principally to individuals and families living in the City of Boroondara, and in addition the Integrated Family Services team provides family services support as part of Inner East Integrated Family Services Alliance. We seek to ensure the provision of high quality services, which will bring about significant improvements in the life and experience of the children, young people and families with whom we work.

**Camcare** receives funding from local, state and federal governments. It also attracts funds through the support of private donations, philanthropic trusts and the community sector.

### General Information:

<b>Position title:</b>	<b>Fresh Food Distribution Volunteer</b>
<b>Reports to:</b>	Manager Community Support Services
<b>Working relationship:</b>	Fresh Food Distribution Coordinator (voluntary)
<b>Organisation:</b>	Camcare Inc.
<b>Rate of Pay:</b>	Voluntary Position
<b>Hours of work:</b>	One rostered session of 4 hours per week
<b>Tenure:</b>	Minimum commitment of one year followed by annual review.
<b>Location:</b>	Camberwell

### Position Objective

The Fresh Food Distribution Volunteer provides a weekly supply of fresh fruit and vegetables to clients assisting them to overcome the barriers of food insecurity and access fresh food in a fair, equitable, non-judgemental and friendly environment.

## **Key Responsibilities**

- Receive donations of fresh food from Second Bite delivered to Camcare by volunteer drivers
- Sort and present the donated food in a manner that is attractive and adheres to Camcare's food safety and handling procedures
- Ensure equitable distribution of food in a manner that upholds the dignity of the client at all times
- Ensure a culture of hospitality, welcome and non-judgemental interaction with all involved in the service
- Liaise with Community Support Workers and Reception team to ensure smooth registration, reporting and administrative requirements
- Liaise with the Kitchen Garden Team to receive produce from Camcare's kitchen garden
- Do weekly 'top up' shopping in accordance with Camcare's administrative procedures
- Ensure the space is left clean and tidy

## **Professional Development and Training**

- Maintain an up-to-date knowledge of issues and developments that impact on clients and the broader community.
- Undergo training in dealing with challenging and aggressive behaviours

## **Selection Criteria**

- Physically fit and able to lift and carry cartons of produce
- Demonstrated empathy and a non-judgemental attitude to clients at all times
- Ability to work effectively with people from various socio-economic levels and cultural backgrounds, demonstrating an inclusive attitude
- Capacity to exercise independent judgement and work autonomously
- Capacity to be flexible and accommodate change
- Willingness to learn on the job and to develop new skills as required
- Sound verbal and written communication skills
- Communication via email is required
- Commitment to attend training sessions as required by the agency

## **Relevant Personal Characteristics**

- Reliability and integrity
- Ability to work harmoniously with a team of paid staff and volunteers
- Good organisational and time management skills, and ability to be self directed
- Strong customer service approach and ability to deal with challenging and aggressive behaviours
- Compassionate with an orientation for social justice

**Police Check and Working with Children Check**

- All staff will be asked to undertake a National Criminal Records Check and Working with Children Check before commencing duties with the agency

**Ethical Requirements:**

**All Camcare employees are required to adhere to Camcare’s Code of Ethics.**

- **Policy**  
All staff will abide by Camcare’s policies and practices.
- **Philosophy of Camcare’s work**  
All staff will work within the philosophical guidelines set out in the Aims and Objectives in the Constitution.

Signature of Incumbent \_\_\_\_\_ Date \_\_\_\_\_

Signature of CEO: \_\_\_\_\_ Date \_\_\_\_\_