

<b>POSITION TITLE</b>	Nourish Sunraysia - Food Hub Assistant
<b>REPORTS TO</b>	Programs Manager
<b>LOCATION</b>	Mildura
<b>EMPLOYMENT BASIS</b>	Part-time 4 days (30.4hrs) per week (12 month contract)
<b>CLASSIFICATION</b>	SCHADS Level 1.1
<b>DATE UPDATED</b>	25/02/2024

## ORGANSATIONAL BACKGROUND

Sunraysia Mallee Ethnic Communities Council (SMECC) has been operating for over forty five years and is governed by a Board of Directors of diverse professional and cultural backgrounds from across the Sunraysia region. The organisation provides services to migrants, refugees and members of the multicultural communities to support and facilitate their social and economic participation within the broader community.

Services include resettlement and family support programs, advocacy, education and capacity building, employment, play groups and programs for youth and an emergency food distribution hub. These services are delivered with funding support from Federal and State government departments, philanthropic agencies and relationship partners.

SMECC currently employs approximately thirty staff from diverse cultural and linguistic backgrounds. Its facilities include a main office complex in Mildura along with small offices in Swan Hill and Robinvale.

## THE ROLE

The purpose of this role is to support the operations of SMECC's Nourish Sunraysia Food Hub with the incumbent being interested and passionate about making positive change in the community, specifically in the food system space and being between the ages of 18 to 25 years old.

## KEY RESPONSIBILITIES AND DUTIES

1. Support the Nourish Sunraysia Food Hub Coordinator in all day-to-day operations of the food hub
2. Comply with food handling and safety regulations.
3. Assist in the preparation and cooking of pre-packed meals for sale to the public.
4. Assist in the packaging and labelling of food for sale to the public.
5. Stock control and availability in store for sale
6. Customer service and sales.
7. Assist with produce supply and liaising with fresh produce farmers at Food Next Door Co-Op
8. Assist with preparation of reporting and collation of statistical data.
9. Participate in meetings as required.
10. Maintain regular communication with the Nourish Sunraysia Food Hub Coordinator.
11. Assist in SMECC programs and other activities consistent with level of skill and knowledge, upon request of the Nourish Sunraysia Food Hub Coordinator.
12. Take reasonable care for own health and safety.

KEY RESPONSIBILITIES	
<p><b>Nourish Sunraysia - Food Hub Assistant</b></p> <p><b>QUALIFICATIONS/SKILLS/COMPETENCIES</b></p>	<p>The incumbent will embrace the opportunities provided as part of the opportunity and will demonstrate the following attributes:</p> <ul style="list-style-type: none"> <li>• Interest in being an active member of the Youth Food Network, including engagement in meetings and an eagerness to implement the skills learnt through the training to influence change in regions local food system.</li> <li>• Excellent knowledge of MS Office.</li> <li>• Detail oriented and able to interpret results in written form.</li> <li>• Verbal and written communications skills.</li> <li>• Ability to work independently.</li> <li>• Medium verbal and written communications skills.</li> <li>• Food Handlers course.</li> </ul>
<p><b>PHYSICAL DEMANDS AND WORK ENVIRONMENT</b></p>	<p>The work environment characteristics and physical demands representative to successfully perform the essential functions of the role:</p> <ul style="list-style-type: none"> <li>• Regularly required to, stand, sit; talk, hear, and use hands and fingers to operate a computer, telephone, serve customers and prepare cooked food.</li> <li>• Specific vision abilities required by this job include close vision requirements due to computer work</li> </ul>

SELECTION CRITERIA	
<p><b>DELEGATED AUTHORITY AND ACCOUNTABILITY</b></p>	<ul style="list-style-type: none"> <li>• Carry out a function or duty as delegated by the Nourish Sunraysia Food Hub Coordinator.</li> <li>• The incumbent is expected to work with limited supervision.</li> <li>• The incumbent works in accordance with the values of SMECC and supports core business by providing service, guidance, and advice within this position's specialty area.</li> <li>• As part of your employment in the Nourish Sunraysia Food Hub, you will participate in a formal training program. This will allow you to develop knowledge and practical tips that will support you to be a changemaker in your local area.</li> <li>• You will also be part of the Youth Food Network, made up of young people employed in 7 Food Hubs across Victoria. The network will support Food Hub Assistants to become advocates in their local area to transform their local food system. An external organisation will facilitate the Youth Network through regular meetings.</li> </ul>
<p><b>Highly Desirable</b></p>	<p>1. Fluency in languages other than English</p>
<p><b>OCCUPATIONAL HEALTH &amp; SAFETY</b></p>	<ul style="list-style-type: none"> <li>• Take reasonable care of the health and safety of persons who may be affected by their acts or omissions in the workplace</li> <li>• Cooperate with their employer with respect to any action taken to comply with the requirement imposed by or under the Act or Regulations</li> <li>• Work in a safe manner and adhere to all safe working procedures and practices</li> <li>• Encouraging others to work in a safe manner</li> <li>• Participate in a consultation process ensuring discussion, sharing, and recording of relevant OH&amp;S information</li> <li>• Report of all workplace injuries or incidents to your supervisor and complete the incident/injury report form at the time of the incident</li> </ul>

	<ul style="list-style-type: none"> <li>• Report or rectify any unsafe acts or conditions that come to their attention</li> <li>• Be responsible for the correct use and maintenance of appropriate safety clothing and personal protective equipment as required</li> <li>• Participate in OH&amp;S training and activities in a positive manner</li> </ul>
<b>ADDITIONAL CONDITIONS OF EMPLOYMENT</b>	
<b>Pre employment checks</b>	<ul style="list-style-type: none"> <li>▪ Proof of Identity</li> <li>▪ Criminal History check</li> <li>▪ Working with Children Check</li> </ul>
<b>Other</b>	Work is generally conducted within the organisation's regular business hours, however due to the nature of this role, some out of hours may be required.

Approved Copy: .....  
**EXECUTIVE OFFICER**

.....  
**DATE**

Agreement: I have read this Job Description, understand its contents and agree to abide by it to the best of my ability.		
.....	.....	.....
Employee Name (please print)	Signature	Date