



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Nourish Sunraysia - Food Hub Trainee
<b>REPORTS TO:</b>	Nourish Sunraysia Food Hub Coordinator
<b>FUNCTIONAL RELATIONSHIPS:</b>	Management, staff, Vic Health, External- Service Providers, community members, community agencies
<b>REMUNERATION:</b>	Social, Community, Home Care and Disability Services Industry Award 2010. <b>Trainee classification</b> Full-time position Fixed term 4 <sup>th</sup> January 2023 to 3 <sup>rd</sup> January 2024.

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## ORGANISATIONAL BACKGROUND

The organisation, which helps settle new migrants and refugees into the area, has been known as the Sunraysia Advisory Group, Sunraysia Ethnic Communities Council and Northern Mallee Migrant Services before reaching the current title. The initial group, Sunraysia Advisory Group, was formed on March 29, 1979, after heavy downpour ruined many of the grape vines the area is known for. Migrants from Croatia, Greece, Italy, and Turkey (naming just the majorities) did not know who to turn to for assistance; so, through contact with the Mayor at the time and other Councilors the different ethnic groups decided one large cohesive group needed to be established to help combat the issues that migrants faced.

The Board of Management is made up of highly qualified businesspeople from the Sunraysia area as well as members of different cultural groups who are a vital part of the Mildura community.

## POSITION OBJECTIVE

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

- Support the Nourish Sunraysia Food Hub Coordinator in all day-to-day operations of the food hub.
- Comply with food handling and safety regulations.
- Assist in the preparation and cooking of pre-packed meals for sale to the public.
- Assist in the packaging and labelling of food for sale to the public.
- Stock control and availability in store for sale
- Customer service and sales.
- Assist with produce supply and liaising with fresh produce farmers.
- Assist with preparation of reporting and collation of statistical data.
- Participate in meetings as required.
- Maintain regular communication with the Nourish Sunraysia Food Hub Coordinator.
- Assist in SMECC programs and other activities consistent with level of skill and knowledge, upon request of the Nourish Sunraysia Food Hub Coordinator.
- Take reasonable care for own health and safety.
- Take reasonable care for the health and safety of others who may be affected by their acts or omissions.
- Cooperate with anything the employer does to comply with OHS requirements.
- All other duties as required.

## **DELEGATED AUTHORITY AND ACCOUNTABILITY**

- Carry out a function or duty as delegated by the Nourish Sunraysia Food Hub Coordinator.
- The incumbent is expected to work with limited supervision.
- 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.
- 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.
- 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 trainees to become advocates in their local area to transform their local food system. An external organisation will facilitate the Youth Network through regular meetings.

## **QUALIFICATIONS/SKILLS/COMPETENCIES**

- The incumbent will embrace the opportunities provided as part of the traineeship and will demonstrate the following attributes:
  - A commitment to participate in the formal training program.
  - 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
- Excellent knowledge of MS Office.
- Detail oriented and able to interpret results in written form.
- Verbal and written communications skills.
- Ability to work independently.
- Medium verbal and written communications skills.
- Food Handlers course.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The work environment characteristics and physical demands representative to successfully perform the essential functions of the role:

- Regularly required to, stand, sit; talk, hear, and use hands and fingers to operate a computer, telephone, serve customers and prepare cooked food.
- Specific vision abilities required by this job include close vision requirements due to computer work
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## **ADDITIONAL CONDITIONS OF EMPLOYMENT**

1. A current full driver's license is required. Proof of this is to be supplied on commencement and/or a VicRoads form "*Consent to Release information from VicRoads Records*" will be completed.
2. Pre-employment checks including proof of identity, qualifications and two referees are required. The successful applicant will be required to undergo a criminal records check.
3. A medical declaration may be required which would require the incumbent to attest to their ability to meet the physical demands and perform the tasks outlined in this position description.
4. Work is generally within regular business hours but may be required to work out of office hours in any depending on the situation and activities planned.
5. Variations to statement of duties: The details of the statement of duties may be varied from time to time by SMECC Management to meet organizational requirements. Any variation shall be done so in consultation with the position incumbent.
6. All SMECC staff are required to work in a manner which is consistent with its HR Manual, Code of Conduct, all policies and procedures, external legislation, and to constructively support the organization with continuous improvement progresses in these areas.

7. All SMECC staff are required to work in a manner which demonstrates confidentiality, cultural sensitivity, inclusion, empathy, and non-judgment for those we support. This is to help ensure services are provided and managed efficiently, effectively, and equitably.

## **OCCUPATIONAL HEALTH & SAFETY:**

### **Employees will:**

- Take reasonable care of their health and safety
- Take reasonable care of the health and safety of persons who may be affected by their acts or omissions in the workplace
- Cooperate with their employer with respect to any action taken to comply with the requirement imposed by or under the Act or Regulations
- Work in a safe manner and adhere to all safe working procedures and practices
- Encouraging others to work in a safe manner
- Participate in a consultation process ensuring discussion, sharing, and recording of relevant OH&S information
- Report of all workplace injuries or incidents to your supervisor and complete the incident/injury report form at the time of the incident
- Report or rectify any unsafe acts or conditions that come to their attention
- Be responsible for the correct use and maintenance of appropriate safety clothing and personal protective equipment as required
- Participate in OH&S training and activities in a positive manner