



POSITION TITLE: Nourish Sunraysia Food Hub Coordinator

REPORTS TO: Programs Manager

FUNCTIONAL

RELATIONSHIPS: Internal- Management, staff

External- Service Providers, community members, community agencies, donors, Food Next Door, Out of The Box and other stakeholders as may be identified.

REMUNERATION: Social, Community, Home Care and Disability Services Industry Award 2010. Level 4.1

Part time position (22.8 hours per week). Fixed term from January 4th, 2023 to 3rd, January 2025.

SMECC advocates for economic participation, integration, accommodation, workforce, and educational participation of CALD communities across the Sunraysia and Mallee regions.

The Program: Nourish Sunraysia Food Hub

The Nourish Sunraysia Food Hub program aims to nourish Sunraysia's diverse multicultural community with access to locally grown, culturally appropriate healthy food. Partnering with Food Next Door Cooperative (FND) which is committed to nurturing land and nourishing people. It supports partnering new migrant and refugee farmers with unused farmland, FND trains and supports them, using regenerative farming practices to strengthen their resilience in the community.

Objectives of the program are as follows:

- Increase access to locally sourced, healthy, culturally appropriate food for more Victorians, particularly those experiencing greater barriers to access.
- Increase opportunities for young people with diverse lived experience to engage in the food system, advocate for better local food systems and find meaningful employment in the sector.
- Support local food producers and enterprises.
- Increase opportunities for communities to celebrate and showcase their own food cultures.

POSITION DESCRIPTION

The purpose of this role is to coordinate the Nourish Sunraysia Food Hub including;

- Oversight, recruitment, and coordination of Nourish Sunraysia Food Hub staff,
- Oversight, recruitment, and coordination of volunteers,
- Oversight, recruitment, and coordination of donor organisations,
- Liaise with Food Next Door and Out of The Box and the Victorian Food Hub consortium as required.

Sunraysia Mallee Ethnic Communities Council

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- Building and coordinating relationships with producers and suppliers.
- Oversight of the Community consultation/co-design work shops.
- Develop a Nourish Sunraysia brand identity.
- Assist in the development and maintenance of the product sales website as required
- Create a welcoming and thriving community.
- Liaise with local organisations/community as pertaining to Nourish Sunraysia Food Hub operations,
- Market the Nourish Sunraysia Food Hub to the wider community.
- Undertake program reporting to the SMECC Programs Manager and VicHealth as required.
- Develop and implement policies in the operations and preparation of food in the Food Hub as required
- Coordinate the verification of food safety, OH&S and other controls as required.
- Coordinate the weekly and daily work programs of the Nourish Sunraysia Food Hub staff.
- Ensure Covid Safe Policies and Procedures are adhered to by all team members.
- Responsible for ordering food produce, distribution and sales.

QUALIFICATIONS/SKILLS/COMPETENCIES

- Experience working in the food retail industry and/or hospitality environment.
- Certificate in food handling is essential.
- Physically fit as this position requires the incumbent to be able to undertake tasks that involve lifting, bending, squatting, prolonged standing and driving a vehicle.
- High level verbal, written and digital communications skills.
- Ability to monitor and record a range of events such as, temperatures, apply food safety actions, record data, and undertake vehicle safety and operational checks.
- Ability to work independently and in a team.
- Proficient in IT standard software programs, Internet, email, and online meeting platforms.
- Forklift license is essential.
- Fluency in languages other than English, highly desirable.

WORK CONDITIONS

- The Coordinator will work onsite and may be requested to work in other areas as required to support the program when other workers are away, including deliveries and pickup routines.
- The worker will at times, be asked to complete other ad hoc duties that align with their skill set.
- At times, work outside of regular business hours may be required.

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 maybe 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 general within regular business hours. May be required to work out of office hours on occasion due to business needs or in any emergency.
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 organisational 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 and other policies and procedures, 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
- Adhere to all COVID-Safe policies and procedures.