

SCHEDULE D



POSITION DESCRIPTION

Satisfy Food Rescue Food Collection Specialist (Job Share)

Responsible To:	Satisfy Manager
Background:	Satisfy Food Rescue is a registered Charity established to gather unwanted but edible food in North Canterbury to the benefit of people in need in the region.
Position Purpose	<p>To collect food from our regular food donors. This includes:</p> <ul style="list-style-type: none">● Daily collection of food from supermarkets● Build and maintain donor relationships at local level● Maintain and develop good working relationships with all volunteers and Satisfy Staff● Transportation of food to Satisfy premises● Ad hoc collection of food from non-regular food donors● Distribution of food to recipient organisations from Satisfy warehouse.● Assist with sorting food as required● Cleaning of sorting space as and when required
Relationships:	<p>INTERNAL</p> <ul style="list-style-type: none">● Coordinators● Trustees● Volunteers <p>EXTERNAL</p> <ul style="list-style-type: none">● Food donors● Recipient organisations
Report Directly To:	Operations Coordinator
Direct Reports:	None
Hours of Work:	10 hours per week (across two days)
Location:	Satisfy premises, various other locations as required

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General Conditions:

The general terms and conditions of employment for staff at Satisfy will apply:

- participate fully as a staff member of Satisfy
- deliver services according to the professional standards and expectations of Satisfy.

Appendices

A: Ideal Appointee Specification

Key Accountabilities:	Tasks
Collection, transportation, and distribution of food	<ul style="list-style-type: none"> ● Collect food from Food Donors on a daily basis, this includes loading and all food into vehicle(s) ● Transport food safely and efficiently to Satisfy’s premises for sorting and distribution ● Return boxes and crates to supermarkets when required ● Deliver items such as flattened cardboard boxes to Rangiora Resource centre for recycling when required ● Help with sorting of food alongside Satisfy volunteers. ● Manage the distribution of all food being collected by recipient organisations on the required days of work.
Care of Satisfy Food Rescue chiller van	<ul style="list-style-type: none"> ● Keep van clean and tidy ● Refill van with petrol when required using fuel card ● Inform Operations Coordinator of any maintenance or mechanical issues ● Keep van at employee’s premises overnight if required.
Training	<ul style="list-style-type: none"> ● Keep up to date with relevant training opportunities.
Quality	<ul style="list-style-type: none"> ● Carry out the key tasks in accordance with Satisfy’s processes ● Ensure that key tasks are provided in a timely and efficient manner.
Relationship Management and Liaison	<ul style="list-style-type: none"> ● Maintain good working relationships with Food Donor contacts and recipient organisations ● Liaise closely with all Satisfy Staff, volunteers and Trustees ● Liaise efficiently with our internal and external partners. ● Educate store employees on the value of food rescue.

IDEAL APPOINTEE SPECIFICATIONS

Satisfy Food Rescue – Food Collection Specialist

QUALIFICATIONS

- Experience working with volunteers
- Experience in collaborating with multiple stakeholders
- Excellent verbal communication skills
- Physically fit (regular bending and lifting is required in this role)
- The ability to work and relate with people of all ages, backgrounds and ethnicities
- The ability to be flexible and work in differing work environments
- The ability to work independently without regular supervision
- The ability to work effectively and positively within a team
- A positive, creative and proactive personality
- Full Drivers Licence with a clean record

OTHER INFORMATION

Satisfy Food Rescue has a chiller van for the purposes of food collection. This is the vehicle that the Diver will utilise in most instances. If the van requires a service then the Driver may be required to use their own vehicle for food collection. If this occurs then travel expenses will be reimbursed at an agreed amount with the Board this will be reviewed periodically.

Health & Safety Commitment

Satisfy is committed to achieving the highest level of health and safety for its employees. All employees are expected to identify and report on, take responsibility for and resolve issues that may cause harm to themselves or others in the organisation. You are expected to work safely at all times, and to actively participate in health and safety programmes in your area. It is expected that you will report all accidents, incidents or potential hazards to the Manager.

JD LAST UPDATED: **June 2022**

Employee: _____ Date: _____

Signature: _____

Manager: _____ Date: _____

Signature: _____