

**POSITION DESCRIPTION**

Food Hub volunteer

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| **Position:** | Swan Hill Food Hub Volunteer  |
| **Reports to:**  | * Swan Hill Neighbourhood House Manager
* Swan Hill Community Health, Community Development Program Manager
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| **Position Summary:**  | **THE PROGRAM**The Swan Hill Food Hub provides food relief to those in need in Swan Hill and district, via local services and agencies. The Swan Hill Food Hub operates as a collaboration of agencies working together to provide this service. Agencies sign up as member agencies of the Food Hub and they then access food as needed for their clients. Food for the Food Hub is purchased through Foodbank Victoria and delivered to Swan Hill on a weekly basis. The shelves of the Food Hub are then stocked from these supplies and any other donations received. **POSITION PURPOSE**Food Hub volunteers will work to support the successful implementation of the Swan Hill Food Hub, ensuring food relief is accessible for member agencies to access on behalf of their clients in a clean and safe environment.  |
|  **Responsibilities:**  | Food Hub volunteers are able to undertake one or a number of the roles required for successful implementation of food relief services. Examples of these roles include: * Unloading food pellets
* Restocking shelves in the Food Hub
* Cleaning and tidying the Food Hub
* Removal of boxes and other waste
* Collection of donations

These roles can be undertaken on an individual basis or in partnership with other volunteer/s. Swan Hill Neighbourhood House and Swan Hill Community Health staff will work with volunteers to determine roles that suit both the Food Hub and volunteer needs.  |
| **Mandatory Training:** | It is required that all Food Hub volunteers undertake an online Manual Handling course. Details for access to this will be provided to you.  |
| **Safety:** | A reasonable level of fitness is required for these volunteer positions. Many roles involve the lifting of food stock and moving stock around. **RESPONSIBILITIES: It is the responsibility of every volunteer to:*** Take reasonable care for their safety and the safety of others while volunteering for the Swan Hill Food Hub.
* Report accidents, incidents and potential hazards as soon as reasonably practicable to their supervisor.
* Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their position.
* Be familiar with emergency and evacuation procedures.
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| **Privacy and Confidentiality:**  | The Swan Hill Food Hub is committed to protecting client, staff and organisational privacy and confidentiality, and it is essential all volunteers adhere to this requirement. Any breaches will result in a termination of services.  |
| **Managers Name:** |  |
| **Managers Signature:**  |  |
| **Volunteers Name:**  |  |
| **Volunteers Signature:**  |  |