



Position Description

Position Title	Trainee Warehouse and Quality Project Worker
Award/Agreement	Social, Community, Home Care and Disability Services Industry Award 2010
Classification	Level 2.1
Reports to:	Warehouse and Operations Manager
Reporting to this position	N/A
Days Hours Term	Monday to Thursday 20 hours per week Fixed term until 31 st December 2026
Location	7 Doonan St, Mooroopna 3629.

Shepparton Foodshare (SFS), established in 2012, is a not-for-profit organisation that rescues and receives food donations. It distributes food to local emergency relief agencies, meal programs, schools, neighbourhood houses and faith organisations in the Goulburn Valley and beyond. Partnering with supermarkets, businesses, manufacturers, growers, and other food rescue agencies, it provides nutritious food, extends shelf life, and prevents edible food from entering landfill. Operated largely by volunteers, SFS is part of a state-wide network of regional food rescue agencies.

Our Vision

A region where everyone has dignified access to the food and essentials they need to live well, belong, and thrive.

Our Purpose

We redistribute rescued and donated food and essentials in innovative ways to improve access, reduce waste and empower our community.

Our Values

- **Inclusive** – We embrace diversity and value all people.
- **Compassionate** – We treat everyone with care and understanding.
- **Empowering** – We support people’s dignity, choice, and potential.
- **Sustainable** – We prevent waste and use resources responsibly.
- **Accountable** – We are transparent and responsible in all we do.
- **Impactful** – We innovate and adapt to create lasting change.

Purpose of the Role

The Trainee Quality and Project Worker will:

- Gain hands-on experience across food sourcing, warehousing, distribution and business administration
- Support the development, documentation, and implementation of quality and food safety systems
- Train and induct volunteers in updated procedures
- Contribute to improved food quality, safety, and culturally appropriate food access across the community.

The role provides a pathway to employment in food rescue, warehousing, logistics, or community services.

This role is expected to result in documented quality procedures, trained volunteers and systems that support consistent, safe and culturally appropriate food distribution.

Key Duties and Responsibilities:

- Assist with warehousing, distribution and food handling operations
- Gain skills and experience in:
 - Food sourcing, warehousing and distribution
 - General business administration and Workplace Health and Safety
- Contribute to reporting requirements including marketing and social media content
- Participate in regional collaboration and knowledge-sharing as required
- Work hands-on in the warehouse and food rescue vans to review existing procedures
- Develop, update and document quality, food safety and operational procedures
- Create visual prompts, checklists and process guides to support volunteers
- Support consistent implementation of procedures in the new warehouse environment
- Assist in monitoring adherence to quality standards
- Assist with inducting new volunteers into warehouse and food safety procedures
- Support training of existing volunteers in updated quality systems
- Maintain training and induction records
- Participate in regular volunteer and team meetings
- Liaise with internal staff and external stakeholders, including multicultural organisations
- Support the development of a framework for culturally appropriate food boxes
- Assist with identifying food gaps based on community needs analysis
- Support sourcing of appropriate food donations to meet identified needs
- Maintain accurate records and documentation
- Assist with reporting for funding partners as required
- Participate in team and online meetings
- Understand and adhere to SFS's Code of Conduct
- Undertake other duties consistent with the role as directed.

Key Selection Criteria

Essential Skills & Experience

- Strong written and verbal communication skills
- Good organisational and administrative skills
- Ability to follow procedures and work safely
- Basic proficiency in Microsoft Office (Word, Excel, Outlook, Teams)
- Willingness to learn and work across multiple areas of operations

Desirable Skills & Experience

- Experience in warehousing, logistics, hospitality, or food handling
- Experience working with volunteers
- Understanding of food safety or quality systems
- Experience working with culturally diverse communities
- Victorian Driver's Licence.

Position Requirements:

- Valid Australian work right
- Working with Children check
- National Police check
- A Victorian Driver's Licence.

Health & Safety Responsibilities

As a SFS employee, you have the following responsibilities under the OHS Act 2004:

- Take reasonable care to ensure your own safety
- Do not place others at risk by any act or omission
- Follow safe work practices and procedures
- Use and care for equipment as instructed
- Do not wilfully and recklessly interfere with safety equipment
- Report hazards and injuries
- Cooperate with the employer to meet OHS obligation under OHS Act 2004.

Shepparton Foodshare is an equal opportunity employer and supports accessible working arrangements for all. This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as lesbian, gay, bisexual, transgender, gender diverse, intersex or queer.

I have read this position description and understand the requirements and responsibilities of this position as part my employment with SFS.

EMPLOYEE'S NAME

SIGNED _____ DATE _____