



## OzHarvest | Job Description

<b>Position Title</b>	<b>OzHarvest - Driver Level 1 – Casual Employee</b>
<b>Job Purpose</b>	<p>The purpose of the OzHarvest Driver Level 1 position is to:</p> <ul style="list-style-type: none"> <li>• Proudly act as an ambassador for OzHarvest to facilitate the redistribution of meals within the local community.</li> <li>• Operate one of our bright yellow vans to rescue quality surplus food from supermarkets and other commercial outlets.</li> </ul>
<b>Reports to</b>	WA Operations Manager
<b>Location</b>	Perth, Western Australia
<b>Employment</b>	Casual

### Key Relationships

**Internal:** WA Operations Manager, WA State Manager, Head of Operations, Head Office staff, volunteers and other OzHarvest Drivers

**External:** Food Donors, Recipient Agencies, Strategic Partners and corporate volunteers, Stakeholders, Service Providers, media, and Contractors

### OzHarvest's Vision

Our purpose is to Nourish our Country. OzHarvest is committed to:

- Rescuing surplus food to feed people in need and help the environment
- Educating the general public and our clients about food waste, nutrition and living a healthier lifestyle
- Engaging with the community to maximise our impact

To achieve this vision OzHarvest prides itself not only on being logistics experts but also having an exceptional 'customer and community service' focus.

We expect from our team members a strong commitment and passion for food rescue and education with the organisation's vision at the forefront of all decisions and actions.

### Personal Specifications

#### **Skills, Knowledge & Experience**

- Valid Driver's Licence and good driving record and history
- Fluency in English as well as excellent interpersonal and communication skills
- Energetic, positive and proactive
- Great organisation skills
- Strong customer service approach
- Safe Food Handling Certificate
- Manual Handling Certificate
- Possess or ability to obtain a valid Working With Children Check (WWCC)
- Possess or ability to obtain a valid Police Check
- Well-developed time management and organisational skills
- Ability to work alongside volunteers



### **Responsibilities & Duties**

1. Under the guidance of more senior OzHarvest personnel understand the requirements of a Driver within OzHarvest.
2. Understand how pickup and deliveries of OzHarvest food donations are to be organised.
3. Operate the OzHarvest van ("the Van") in a responsible manner on a daily basis.
4. Accept all foods donated to OzHarvest in a professional manner, ensuring all items are inspected.
5. With appropriate supervision ensure that the standards specified by OzHarvest are met.
6. Handle all food appropriately, including refrigerating food in suitable containers as required.
7. Understand who are OzHarvest member agencies and ensure that deliveries are made to member agencies only. The Driver will also take the responsibility to inform the WA Operations Manager of any irregularity in the drop off process.
8. Troubleshoot problems in pick-ups and drop-offs with the WA Operations Manager. The Driver will also inform the WA Operations Manager of any logistical problems in their daily route.
9. Maintain proper standards of cleanliness so that the van is clean at all times.
10. Be responsible for the van such as checking oil, transmission fluid, power-steering and water at least once a week or at every fill up.
11. Alert the WA Operations Manager to schedule a tune up, oil and lube change for the van, and other similar maintenance, on a regular basis.
12. See that the van is stocked with necessary supplies at all times (food containers, labels, bags, broom, scrub brush, and cleaners). The Driver must also inform the WA Operations Manager of supplies needed.
13. Request assistance from the WA Operations Manager where any problems with storage or spoilage that result from the donor's negligence and dispose of this food without offending the donor. The WA Operations Manager will handle contacting the donor and advising them of any necessary steps they must take to make their donation suitable.
14. At the start of each shift, complete the pre-start vehicle inspection and then log in to the Crittah LCMS mobile phone App ("the App") on the OzHarvest mobile phone provided, and follow the daily run as scheduled, and accurately record on the App all pickups and deliveries made during the course of each shift by completing the information sought in the App.
15. Abide by the OzHarvest Policies, including the Guidelines for Drivers, Code of Conduct, Disciplinary Policy and Procedures, WHS Policy and the Smoking, Drug & Alcohol and Drug Zero Tolerance Policy at all times. A copy of the key relevant policies will be provided along with this job description.
16. Mobile phones must be on at all times when the Driver is on duty. The Driver must maintain contact with the WA Operations Manager at least once an hour or as specified, and all calls from OzHarvest personnel must be responded to as soon as possible.
17. Ensure that the van's spare tyre and tools are maintained and are always on the van.
18. Inform the WA Operations Manager of any on the road problems immediately (accidents, breakdowns, road-rage or complaints from other road-users), so that the necessary arrangements can be made.
19. Receive guidance from the WA Operations Manager and WA State Manager on all aspects on the position, including completion of an assessment that the Driver meets the competency level required to continue to perform the position.
20. Follow all instructions given to you by the WA Operations Manager, WA State Manager and Head of Operations.



21. This is an entry level position where your competency to perform the position will be assessed throughout an initial period of 6 months.

At OzHarvest we are a small family and all work together to contribute to successful outcomes. There is an expectation that for all major events that we, as a family, come together and take on additional responsibilities to deliver a successful event.

Other duties required from time to time.