

Role Description

Position Title: KCA Food Rescue Volunteer Driver (Sunday to Friday)

Key Relationships:

Reports to: CEO

Works with: KCA Board of Trustees, KCA staff, businesses in the community, charities and non-profit organisations that are working with disadvantaged people, KCA volunteers and others who share our vision.

Role purpose and scope:

The KCA Food Rescue Volunteer Driver is responsible for helping to alleviate food poverty and reduce food waste in the Greater Wellington region, through working with businesses and organisations to ensure that food is redistributed safely, effectively and in a timely fashion.

Our Food Rescue Volunteer Driver is one of the driving forces behind KCA's Food Rescue team to ensure that surplus, fit-for-purpose food from the local food donors is collected and delivered to KCA HQ so that it can be redistributed to those who need it the most.

Core Responsibilities

Food Rescue Volunteer Driver: Key responsibilities

- Bear primary responsibility for collecting and delivering food as per instructions from the KCA's CEO
- Able to lead and assist a team of food rescue sorting volunteers during their daily shifts
- Have a working knowledge of food safety protocols for donated food
- Able to implement optimal pick-up/delivery arrangements and understand a map route
- Drive the chiller truck (automatic and manual transmission) and carry out pick-ups and deliveries including loading and unloading the chiller truck (vehicle supplied)
- Liaise with food donors, agency managers and kitchen staff when making collections and deliveries
- Assist CEO in identifying potential recipients and donors
- Complete comprehensive delivery reports and record statistics for all collections and deliveries

- Ensure OSH practices and vehicle is compliant with legal requirements
- Ensure the chiller van is clean and maintained at all times.
- Responsible for accurately keeping a vehicle log book
- Responsible for KCA fuel card and providing the CEO with the receipts
- Any other operational or administrative tasks as required by the CEO or KCA Board of Trustees.

Required Skills, Experience, and Attributes

Customer Service: provides excellent service to the organisation's "customers" (food donors, recipients, volunteers) and able to be a friendly first point of contact / "face" for the organisation.

Self-management skills: sets targets, takes responsibility to make things happen, and regularly reviews progress. Ability to work independently, allocate time efficiently and prioritise tasks. Ability to use initiative and problem solve.

Innovation: proactively generates new and creative ideas to improve food redistribution where needed. Identifies new opportunities and accepts new challenges.

Communication: proven communication skills with a wide range of people, both orally and in writing. The driver will need a good level of spoken and written English, and must be able to read English and understand a route map.

Organisation: proven ability to organise resources and adhere to policies and procedures.

Teamwork: displays a genuine intention to work cooperatively with others in a team setting in order to achieve results. Actively encourages others and provides resources and support where necessary.

Relationship Building: builds and maintains positive relationships and networks useful to achieving the organisation's objectives. These groups include but are not limited to businesses in the community, charities, and non-profit organisations that are working with disadvantaged people, and volunteers.

Cultural diversity: has the ability to work with people from diverse cultural and social backgrounds, world-views and experiences.

Computer literacy: is competent with word processing, editing, and use of e-mail and the internet. Able to use a smart phone to take photos and upload photos on to Facebook.

Statistical literacy: is competent with record keeping and accurately recording statistics

Good physical condition: this position is physically demanding, requiring lifting, kneeling, and bending with loads of up to 20kg

Driver's license: has a current, clean, full New Zealand driver's license. The driver must be over 25 for insurance purposes and must sign an insurance disclaimer. The driver must be able to drive a column shift vehicle. The driver will be required to have a police check.

Food Safety Certification: the volunteer may be required to do a Food Hygiene Certificate (free of charge)

Key Result Areas

- 95% of collections and deliveries by driver occur within agreed time frames.
- Prompt communication (within two working days) with interested parties.
- Accurate daily reporting, including delivery reports and statistics, to the CEO.
- Vehicle is compliant with legal requirements at all times and meets food safety standards.

Performance Criteria

- Completion of the above responsibilities to a high standard.
- Maintaining positive working relationships with KCA Board, businesses in the community, charities, non-profit organisations, and KCA volunteers.
- Understands the ethos behind KCA and shows a demonstrated commitment to our Code of Ethics

Conditions of Employment

Tenure: Part time hours as rostered and pre-notified.

Hours of work: Weekdays between 8.00am and 12.00pm, and Weekends 1.15pm to 3.45pm

Hours will vary each day as per driver roster.

From time to time the route may change based on information received by sponsors not on the manifest.

Resignation: Four weeks' notice in writing to the KCA Board of Trustees, which may be shortened at the discretion of the KCA Board of Trustees.