



FOOD RESCUE SQUAD (Monday – Friday)

Volunteer Job Title	Food Rescue Squad Member	Responsible To	General Manager
Location	Kiwi Community Assistance (KCA) Jamaica Drive Grenada North Wellington	Travel required	Travel to KCA to meet driver. Transport is provided during the rescue in the chiller truck as a passenger, or you can be the driver if you have a full drivers' licence. Volunteers will need their own transport to get to and from KCA's Grenada North depot.
Commitment required	Accompanying the KCA driver in the chiller truck and assisting with regular pick-ups from food retailers. 8.30am to 11.45am Monday, Tuesday, Wednesday Thursday or Friday	Position type	Part time/casual. Can be short term for a minimum of 3 months. Volunteers are rostered on once a week or once a fortnight depending on volunteer availability and shift availability.
Volunteer contact	General Manager	Date	26 th October 2017
Training provided	Job specific training	Posting Expires	No expiry date

Volunteer Job Description

Role and Responsibilities

The food rescue squad makes sure that quality surplus food donated by retailers is collected and delivered to KCA so that it can be provided to those who need it the most. Our food rescue volunteers go in the KCA vehicle and rescue food from our food donors on weekdays.

A food rescue volunteer is responsible for the:

1. The timely collection of donated food from retailers at set times.
2. Safe handling, labelling and transportation of donated food items.
3. Timely delivery of donated food to KCA.

Key tasks for a food rescue volunteer are:

- Arrive at KCA on time to meet with other team members
- Arrive at the food retailers on time and identify yourself as KCA volunteers by wearing a KCA hi-vis vest.
- Wash hands
- Using empty banana boxes on site (as appropriate) commence quality assurance checks – food packaging, obvious spoilage beyond use, food items marked with a best before or use by date. **Please leave behind all food past its Use By date.** All food collected from Countdown stores must have the bar codes struck out with a vivid marker with the exception of frozen milk and meat. All food collected from Rosa Foods must have the branding taken off before it can be shipped out.
- Take photo of food from donor, weigh and record weights on statistics tracking spreadsheet.
- Collect the food and safely transport it to KCA in the chiller truck.
- Deliver the food to KCA for storage by placing it in the chiller, freezer or our warehouse as appropriate. No food should be left in the vehicle.

Skills and Education Requirements

- Basic level of spoken and written English and able to read English.
- Clear and open communication, able to work unsupervised.
- Physically fit and able to handle carrying loads of 10-20kgs.

Additional Note

- Volunteers must have both email access AND mobile phone access for rostering and communications from KCA.