



**FOOD RESCUE TEAM MEMBER (Monday – Friday)**

<b>Volunteer Job Title</b>	Food Rescue Team Member	<b>Responsible To</b>	General Manager
<b>Location</b>	Kiwi Community Assistance (KCA) Jamaica Drive Grenada North Wellington	<b>Travel required</b>	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.
<b>Commitment required</b>	Accompanying the KCA driver in the chiller truck and assisting with regular pick-ups from food retailers.  8am as truck needs to depart at 8.15am sharp to 11.45am Monday, Tuesday, Wednesday Thursday or Friday	<b>Position type</b>	Part time/casual. Can be short term for a minimum of 3 months.  Volunteers are rostered on once a week.
<b>Volunteer contact</b>	General Manager	<b>Date</b>	19 <sup>th</sup> March 2021
<b>Training provided</b>	Job specific training	<b>Posting Expires</b>	No expiry date

**Volunteer Job Description**

**Role and Responsibilities**

The food rescue squad makes sure that quality surplus food donated by retailers is sorted and still fit for human consumption. The stock collected is delivered to KCA so that it can be provided to those who need it the most. Our food rescue volunteers go in branded refrigerated KCA truck and rescue food from our food donors on weekdays.

A food rescue volunteer is responsible for the:

1. The timely sorting, 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 and to pick up instructions of what is happening for the day
- Put on KCA uniform – hi vis vest, steel cap boots which must be left at the end of your shift at KCA
- Arrive at the food retailers on time. Follow all their health and safety protocols plus ensure that you sign in and out as required
- Go to designated areas to sort food into boxes and crates
- Using the KCA cellphone provided please weigh and photograph all stock collected
- Place all food stock into the back of the chiller truck
- Text the weights back to the warehouse and upload the photos on to Facebook using the information on the manifest
- Text or call our partner agencies collecting the food for the day when you are on your way back to KCA's Grenada North warehouse. This will enable you to unload the food to give to the agencies who should all arrive just as you arrive back. Any spare unallocated food is to go into our chiller or freezer room for our General Manager to redistribute the next day. No food should be left in the vehicle.
- Wash out the back of the chiller truck ready for the next team to use it

**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 between 2 people

**Additional Note**

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