

Position title:	Food Distribution and Delivery Assistant	Times:	Thursdays – two shifts: 11pm – 2 pm and/ or 2pm – 5pm
Report to:	Team Leader – EHA, Housing Services	Location:	Auburn

About Settlement Services International (SSI)

Settlement Services International (SSI) is a leading community-based not-for-profit organisation that provides a range of services in the areas of refugee settlement, asylum seeker assistance, housing, multicultural foster care, disability support and employment services in NSW.

Our vision is to achieve a society that values the diversity of its people and actively provides support to ensure meaningful social and economic participation and to assist individuals and families reach their potential.

At SSI, we value:

- Social justice - Equity and access for all
- Diversity - Respecting diversity and being non-discriminatory
- Compassion - Caring, empathy and respect for the dignity of others
- Respect - Co-operation and mutual respect

In delivering our services, we value:

- Quality - Dynamic, flexible and responsive service
- Ethics - Professional practices and accountability
- Innovation - Commitment to partnerships and excellence

Purpose:

SSI's food delivery program provides people who are supported by SSI's Emergency Housing Assistance Program with access to donated perishable and non-perishable food items. The Food Distribution and Delivery Assistant supports the emergency relief food program by accepting, sorting, distributing and delivering food donated by Oz Harvest and Second Bite.

Specific duties and responsibilities:

As per program requirements:

- accept the delivery of donated food provided by Oz Harvest and Second Bite
- record delivery of and sort donated food
- work in accordance with safe food handling practices at all times
- support the distribution of food to clients seeking support through the food donation program
- record client support provided, in relation to emergency food relief
- deliver food to clients in crisis accommodation and identified clients' homes
- follow all reasonable directions provided by the Housing Services Team Leader, or delegate
- perform manual handling tasks as required
- ability to drive SSI pool vans to deliver donated food to EHA accommodation venues as required

Skills, Knowledge & Experience:

Mandatory Checks:	Working with Children Check <input checked="" type="checkbox"/> Police Clearance <input checked="" type="checkbox"/> <i>In addition, for volunteers using own cars:</i> Drivers Licence <input checked="" type="checkbox"/> Comprehensive Car Insurance <input checked="" type="checkbox"/> Car registration <input checked="" type="checkbox"/>
Desirable Experience	Previous experience in working with people from Culturally and Linguistically Diverse (CALD) backgrounds
Skills, knowledge and specialist expertise:	<ul style="list-style-type: none"> • Knowledge of safe food handling practices • Hold a current and valid driver's licence (if delivering food) • Ability to actively support SSI's vision and values • Ability to work in accordance with SSI policies and procedures

Benefits:

Reimbursement: Volunteers will have access to reimbursement for all preapproved expenses including reasonable travel expenses.

Training: Volunteers will be provided with access to SSI's flexible, extensive and innovative training program.

Being a member of the SSI Community: Volunteers will be kept up to date with all of SSI's important news, events and opportunities.

Authorisation:

Volunteer Name _____

Volunteer Signature _____ Date _____

Volunteer Program Signature _____ Date _____