

Position title:	Food Distribution and Delivery Assistant	Commitment requested:	Regular attendance for a minimum of 3 months is requested. Program runs on Thursdays. Two shifts are available: 11pm – 2 pm and/ or 2pm – 5pm
Report to:	Team Leader – EHA, Housing Services	Location:	Auburn

About Settlement Services International (SSI)

Settlement Services International is a community-based, not-for-profit humanitarian organisation providing a range of services in the areas of refugee and migrant settlement, accommodation, asylum seeker assistance, multicultural foster care, disability support, employment services and youth support 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 has been designed to support clients in SSI's self-funded Emergency Housing Assistance (EHA) Program and SSI clients with access to weekly donated perishable and non-perishable food items from food donors. The Food Distribution and Delivery Assistant supports the emergency relief food program by accepting, sorting, distributing and delivering the 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 using SSI pool vans
- Actively support SSI's vision and values
- Work in accordance with SSI policies and procedures
- Follow all reasonable directions provided by Housing Services Team Leader, or delegate

Position requirements:

Background checks	Working with Children Check <input checked="" type="checkbox"/> Police Check <input checked="" type="checkbox"/> Reference Check <input checked="" type="checkbox"/> <i>(N.B. The police check will be paid for by SSI)</i>
Essential	<ul style="list-style-type: none"> • Knowledge of safe food handling practices • Hold a current and valid driver's licence (if delivering food) • Be warm, friendly and engaging with people • Have sound experience in record management
Desirable	<ul style="list-style-type: none"> • Previous experience working with people from culturally and linguistically diverse (CALD) backgrounds

Benefits:

Reimbursement: Volunteers will have access to reimbursement for all preapproved expenses including reasonable travel expenses. Volunteers using their own vehicle will need to provide SSI with photocopies of their driver's licence, comprehensive car insurance and current car registration.

Training: Volunteers will be provided with access to SSI's flexible, extensive and innovative training program. Due to the nature of this program volunteers will be provided with safe food handling training.

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 _____