**POSITION DESCRIPTION –OPERATIONS TEAM MEMBER**

**Employment Type:** Voluntary

**Reports to:** Operations & Logistics Manager

**Location:** Inner North Melbourne

**Time commitment:** 2-3 hours per week, Thursdays or Fridays

**ABOUT OPEN TABLE**

Open Table is an independent not-for-profit organisation that shares free food with the community utilizing surplus food in order to reduce food insecurity and food waste.

Specifically, our mission is to:

* **Provide** consistent and reliable access to healthy food for people experiencing disadvantage
* **Transform** produce that would have otherwise gone to waste into free healthy food to share
* **Connect** diverse groups through inclusive community food projects
* **Collaborate** with volunteers and local community partners
* **Empower** others to reduce their food waste through education programs and events

For more information, please visit Open Table’s website at<https://www.open-table.org>.

**POSITION**

The Operations Team Member is responsible for helping sort food collections, storage and distribution to various Open Table events.

**Key Relationships And Reporting Structures**

The Operations Team Member works with and reports directly to the Operations & Logistics Manager (O&LM).

**KEY RESPONSIBILITIES AND DUTIES**

* Assist with the entire food collection cycle, which includes:
  + Collect donated food from various locations in Melbourne in accordance with a food collection schedule,
  + Sort donated food at Open Table’s storage facilities,
  + Ensure the proper labelling and storage of food collected,
  + Distribute food to Open Table events as required
* Collect, appropriately operate and return vehicles, if required
* Assist with monthly Free Food Market
* Report to O&LM regarding food collections
* Uphold good working relationships with food donors and Open Table event venue operators
* Comply with all relevant laws and regulations, and carry out all activities in accordance with best safety practices

**SELECTION CRITERIA**

**Knowledge and Skills**

* Demonstrated capacity to work both independently and in a team environment
* Well developed interpersonal and communication skills
* Ability to build and sustain positive relationships both internally and externally
* Valid drivers licence and significant driving experience

**Desirable**

* Safe Food Handling Certificate
* Knowledge of statutory safe food handling and storage requirements
* Ability to cope with limited resources, seize opportunities and think creatively

**Personal Attributes**

* A commitment to, and understanding of, Open Table’s beneficiaries
* Reliable, friendly, enthusiastic, self-motivated and proactive

**We want someone who aligns with our values**

* Fairness: we share a strong sense of social justice
* Inclusivity: we provide an open table
* Generosity: we give wholeheartedly
* Resourcefulness: we look for creative solutions
* Collaboration: we see the greatest impact through collaboration

**REMUNERATION AND CONDITIONS**

The Operations Team Member position is without remuneration.

**HOW TO APPLY FOR THE POSITION**

If you are interested, send us your CV and a bit about yourself to [hello@open-table.org](mailto:hello@open-table.org).