

VOLUNTEER POSITION DESCRIPTION

Title:	Volunteer – Pantry Appeal Driver
Usual work location:	
Cost Centre:	912. TBC
Usual hours of work:	4 hours per day x 1-2 days a week for 2 months. Saturdays may be required.
Length of Appointment	June-July
Position Objective:	Assisting with the collection and delivery of emergency food relief items collected from Pantry Appeal.
Position Responsibilities:	<p>To drive to designated shopping centers</p> <p>To pick up and pack the vehicle with bags full of donated shopping items</p> <p>To drop-off the food items at a designated service</p> <p>Report any mechanical issues of the vehicle</p> <p>Report any work health and safety incidents</p>
Key behaviors:	<p><u>Reliability</u> <i>Adheres to routine and follows instruction in order to ensure consistency in process and result.</i></p> <p><u>Flexibility</u> <i>Recognises and responds to unanticipated events and requirements or sudden changes of priority.</i></p> <p><u>Job Motivation</u> <i>Is a self-starter and self-motivated and maintains a high level of enthusiasm for work responsibilities.</i></p> <p><u>Communication</u> <i>Communicates clearly and accurately – listens to and understands the views of others.</i></p>
Key skills:	<ul style="list-style-type: none"> • Physically fit to carry hundreds of grocery items in and out of cars • Sound driving record • Reliability to attend all required shifts

Key knowledge areas:	<ul style="list-style-type: none"> • Sound knowledge of road rules • Safe handling and lifting techniques
Key experience:	<ul style="list-style-type: none"> • Solid driving experience
Key Benefits:	Assisting with helping local people who are homeless or in unstable housing, hungry, isolated, abused or facing sudden crisis. The food collected will meet immediate critical needs which simply can't be met without the pick-up and delivery of the food items to our front-line services.
Qualifications:	<ul style="list-style-type: none"> • Current driver's license
Reports to:	Fundraising Officer
Direct Reports:	Nil
Key requirements for this position:	<ul style="list-style-type: none"> X National Criminal History Check X Working With Vulnerable People Card X Current Driver's License X Volunteer Application form X Drivers Agreement