



EAT UP AUSTRALIA POSITION DESCRIPTION

ROLE DESCRIPTION			
Job Title	Facilitator/Driver	Locations	Townsville QLD
Start Date	TBC	Sector	Not for profit.
Employment Type	Part Time. *Some out of hours & weekend work may be required *	Remuneration	\$2,000 per fortnight full time pro rata (gross, pre-tax, plus super).
Role Description	<p>The facilitator/driver role is a robust and unique position within Eat Up Australia. Responsible for the facilitation & organisation of sandwich making sessions and completing deliveries (drops) to schools across Townsville.</p> <p>Eat Up Australia is constantly growing, 2018 saw us deliver over 250,000 sandwiches to 349 different schools. Currently, we operate in three states across Australia, with a passionate and powerful team pushing our growth. We are looking for someone who wants to grow within their role whilst feeding hungry kids across Australia.</p> <p>Key areas of accountability include:</p> <ul style="list-style-type: none">● Session facilitation.● Deliveries.● Volunteer Management.● Promotion of Eat Up● Operations Management.● Ad Hoc activities.		
Reporting & Requirements	<p>Reports to: Founder, COO & Applicable State Manager Member of: Operations team. Required to: Some interstate travel required.</p> <p>Needed:</p> <ul style="list-style-type: none">● Valid (Australian) Full Driver's License.● Clean Criminal Record Check.● Working with Children Check <p>Desirable:</p> <ul style="list-style-type: none">● Knowledge of & experience in the NFP sector.		

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| | <ul style="list-style-type: none"> • Social media & marketing experience is a plus but not essential. |
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CORE ACCOUNTABILITIES

Session Facilitation

Preparation:

- Call ahead to confirm session to introduce yourself to check and confirm unloading/parking, participant numbers, etc. Details in 'Teamup' APP.
- Prepare van with all ingredients and equipment required for the session.

Set up:

- Arrive 60-90 minutes prior to the session.
- Delivery of all items required.
- Set -up of tables, laying out of ingredients and equipment.
- Provide a brief presentation about Eat Up and sandwich making roles and steps involved, including safe food handling.

Session:

- Assisting where required.
- Answering any questions and ensuring session is generally running smoothly and punctually.

Debrief and pack down:

- Ensure the room is left in the same condition as found.
- Thank participants and let them know where the sandwiches will be delivered to.
- Ensuring all spreaders are clean and ready for the next session.
- Explain how they can support Eat Up eg. social media, donations, fundraising and feedback.

Other:

- Collect donations.
- Sale of merchandise (eg. spreaders).

* Lifting up to 25kgs required.

* Team building sessions may be included in future, relevant training will be provided by management.

Deliveries

- Assess the delivery routes prior to sandwich sessions and plan delivery days at the commencement of the week.
- Sandwich and recess item delivery to schools or the cool room for storage, this includes use of 'Road Warrior' APP.
- Any feedback received from schools - i.e changes to orders, general feedback, etc. should be passed on to the relevant person for follow-up, or entered into the relevant spreadsheet.

* Lifting up to 25kgs required.

* Refer to Driver Safety Policy and Operations Manual

Volunteer Management

- Supervision of volunteers, ensuring they are aware of all relevant procedures.
- Providing feedback to management on volunteers.

Promotion/Marketing

- Ensure photos are taken and sent to the relevant marketing staff.
- Feedback from each session to be sent via the 'Slack' APP.
- Assist management with ad hoc marketing and PR requests, which may include but is not limited to scheduling and posting across Eat Ups various social media accounts from time to time.

Operations Management

- Maintaining appropriate levels of stock in vans and cool room, including all ingredients and consumables.
- Purchase, ordering and collection of ingredients and consumables.
- Van servicing, maintenance and general upkeep.

Other

- Reasonable tasks not mentioned in the position description.
- Attending team meetings.
- Liaising with schools both new and current to assist Eat Ups growth plans.
- Represent and share the Eat Up story at events, conferences and meetings as requested.
- Partnership planning and management with both corporate partners, donors and schools.

Eat Up Australia is an equal opportunity employer.

This job description defines the broad responsibilities of this position, which may change based on organisational needs.