



Position Description

Position Identification			
Position Title:	Volunteer Fawkner Community Grocer		
Direct Reports	Market Manager / Team Leader – Community Health Promotion	Indirect Reports:	Not applicable
Position Number: (from HRIS)		Effective Date:	03/09/2017
Location:	Fawkner		
Organisational Context			
Divisional:	Family & Community Support Services		
Program:	Community Health Promotion Team	Unit: Population Health	
Organisational chart	<pre> graph TD A[Family and Community Support Services Division] --> B[Population Health Unit] B --> C[Community Health Promotion Team] B --> D[The Community Grocer Fawkner] </pre>		
Position Summary			
<p>This volunteer role provides support to a program called The Community Grocer Fawkner.</p> <p>The Community Grocer is a weekly, community run fresh fruit and vegetable market offering competitively priced fresh produce at a convenient location. The Community Grocer aims to address food insecurity in Fawkner by improving access to fresh fruit and vegetables for the Fawkner community.</p> <p>The Community Grocer Fawkner has a team of volunteers that help run the market, including setting up and packing down, and engaging with customers.</p>			
Position Accountabilities			
<p>Merri Health provides a range of services including dental, allied health disciplines, generalist and specialist counselling programs, aged and disability services, case management, family support, carer support programs, and social support programs for people with a mental illness as well as health promotion programs. A detailed description of services offered by Merri is provided on the web site www.merrihealth.org.au.</p> <ul style="list-style-type: none"> • Demonstrate a commitment to OH&S policies and procedures • Assist in set up of market including; setting up stock, putting up signage and displaying prices 			



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	<ul style="list-style-type: none"> • Assist in pack down of market including; clean up and packing away equipment • Responsible for restocking of produce including; sorting stock, ensuring scraps are allocated to compost, cutting larger items into smaller serves, e.g. watermelon/pumpkin • Provide excellent customer service to shoppers including; answering customer questions about produce and gathering feedback on produce in a friendly and welcoming manner • Assist in allocating left over produce for redistribution • Operate point of sale system and handle cash as required • Help with promoting the market • Other tasks as required <p>Practice must comply with the National Code for Health Care Workers and professional registration if applicable.</p>
<p>Safety and Risk</p>	<p>Occupational Health & Safety (OHS)</p> <ul style="list-style-type: none"> • All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with Merri Health’s OHS Frameworks <p>Physical Inherent requirements (PIR)</p> <ul style="list-style-type: none"> • Involves predominantly working in a standing position • Sound upper and lower limb joints, with the ability to withstand repetitive upper limb activity • May be required to occasionally lift and carry items weighing up to 10kgs <p>Quality & Risk</p> <ul style="list-style-type: none"> • Be proactive in risk identification, notification and management • Comply with Merri Health’s policies and procedures <p><i>Merri Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the GLBTIQ community to join our workforce.</i></p>
<p>Key selection criteria</p>	
<p>Essential</p>	<ul style="list-style-type: none"> • A friendly attitude • Great communication skills • Ability to work in a team • Regular availability on a Wednesday
<p>Desirable</p>	<ul style="list-style-type: none"> • Ability to speak another language • Resident of Fawkner • Experience working at a market or retail setting or willingness to learn customer service skills • Currently studying health promotion / nutrition / sustainability / environmental sciences with an interest in food security • Experience working with diverse communities
<p>Checks, licences and registration</p>	<p>National Police check Working with Children Check Manual Handling (we can supply this training) Food Handling (we can supply this training)</p>
<p>Volunteer Name:</p>	
<p>Signature of volunteer:</p>	



Merri Health

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