



POSITION DESCRIPTION

Position Title:	Driver
Location:	91 – 111 Melrose Street, North Melbourne
Reporting to:	Fitzroy Soup Van President
Direct Reports:	Soup Van Operations Manager

ORGANISATIONAL CONTEXT

Our Mission

The St Vincent de Paul Society is a lay Catholic organisation that aspires to live the gospel message by serving Christ in the poor with love, respect, justice, hope and joy, and by working to shape a more just and compassionate society.

Our Vision

The St Vincent de Paul Society aspires to be recognised as a caring Catholic charity offering 'a hand up' to people in need. We do this by respecting their dignity, sharing our hope and encouraging them to take control of their own destiny.

Our Values

- **Commitment:** Loyalty in service to our mission, vision and values
- **Compassion:** Welcoming and serving all with understanding and without judgement
- **Respect:** Service to all regardless of creed, ethnic or social background, health, gender, or political opinions
- **Integrity:** Promoting, maintaining and adhering to our mission, vision and values
- **Empathy:** Establishing relationships based on respect, trust, friendship and perception
- **Advocacy:** Working to transform the causes of poverty and challenging the causes of human injustice
- **Courage:** Encouraging spiritual growth, welcoming innovation and giving hope for the future

Our Services

St Vincent de Paul Society serves in over 145 countries around the world. In Australia, the organisation has provided practical assistance, support and friendship, and has advocated on behalf of communities since its establishment in 1854.

Today, our members, volunteers and employees work together to provide a range of services, supports and programs including: material aid, referrals and linkages to other organisations, advocacy, friendship to people living with a mental illness, opportunities for young people and meals to people in need via our Soup Vans. The organisation also operates retail shops, commonly called 'Vinnies', that raise much needed funds to support households and communities in need. Annually, the organisation assists over half a million people.

PURPOSE OF ROLE

The role of the driver is to collect food donated from Tasty Fresh Food Co. in Ferntree Gully, to the kitchen at Melrose Street, North Melbourne, Monday to Friday, on days of operation of Tasty Fresh Food Co. This supports the Fitzroy Soup Van Operation, hours are 2 – 5:30pm. The three and a half hours given to this task being achieved is critical to the operation of the Fitzroy Soup Van Operation.

The driver is also expected to have a total commitment to safe and legal operating practices and adherence to Food Safety and Road Safety at all times and high levels of customer service with all contacts.

KEY ACCOUNTABILITIES

1. Driving	<ul style="list-style-type: none"> • Drive to and from destinations in a safe, legal, courteous and timely manner • Commitment to a zero alcohol, drugs and other substances • Report any incidents or near misses
2. OH&S	<ul style="list-style-type: none"> • Comply and Support the Society's OH&S policies, including Soup Van Program Food Safety Policy and Procedure • Actively support the Society's commitment to zero tolerance of inappropriate workplace practices • Report any non safe work practices.
3. Customer Service	<ul style="list-style-type: none"> • Represent the Society in a courteous, respectful and professional manner at all times. • Neat and tidy presentation
4. Collections & Deliveries	<ul style="list-style-type: none"> • Collect and deliver donated food from Tasty Fresh Food Co. • Loading and unloading food as per safe work practices – in particular see Hazardous Manual Handling Policy as well as other the Society and OH&S policies, Soup Van Program Food Safety Policy and Procedure
5. Vehicle maintenance	<ul style="list-style-type: none"> • Complete Daily vehicle check list, report any concerns to Soup Van President • Strict adherence to the Society and OH&S policies and Soup Van Program Food Safety Policy and Procedure at all times.
6. People and Culture	<ul style="list-style-type: none"> • Foster cooperative relationships with team members, staff, management and volunteers and other agents of the Society. • To uphold the ethos and spirit of the society. • Actively support the Society's commitment of zero tolerance of inappropriate workplace practices.

KEY SELECTION CRITERIA

Experience - essential

- Driving requirements of a Soup Van vehicle
- Driver's declaration completed
- Loading and unloading of food
- Customer service

Attributes

- Honesty and integrity
- Reliability
- Sense of Commitment
- Empathy and understanding of the St Vincent de Paul Society
- Professional - in personal presentation and communication

Qualifications - essential

- Current Victorian Drivers Licence

CONDITIONS OF EMPLOYMENT

Employment status: Part time
 Hours: 17.5 hours per week Mon – Fri; 2 – 5:30pm.
 Term: 12 months, which could be renewed

This list of responsibilities herein is not intended to be all inclusive and may include additional responsibilities as required and assigned. It may become necessary to modify/change these position responsibilities from time to time.