

Program:	
Position:	Second Bite, pickup and delivery
Gifts:	Ability to: work unsupervised, happy to use own vehicle for pick up and delivery.
Time Commitment:	0.5 - 1 hours, commencing at 4pm

If you are not able to pick up on your rostered day please inform Program Leader (PL) on tel:

Email:

Tasks

	<ul style="list-style-type: none"> • Present to back of Coles to pick up Second Bites produce (4pm) • Place crates containing produce into own vehicle. • Transport produce toprogramme Venue. • Using kitchen trolleys, transport crates of produce into entry area. • Divide produce into fruit, vegetables, bread and other. • Using scales provided, weigh produce according to type: 'Fruit', 'Vegetable', 'Bread' and 'Other'. • Record the weight in booklet provided. • Place crates of produce into ER fridge or take home for processing. • Ensure Family Centre door is closed upon vacating the premises.
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OHS

Be aware of safe lifting procedures. E.g. no more than 15kg.
Wear yellow Second Bite vest provided when accessing Coles' receiver bay.
If raining, be aware of the external wooden ramp leading into entry area, as this can be slippery.
Use kitchen trolleys for transporting crates of produce from own vehicle into Family Centre.

Policy No:

Issued:

Version:

Revision: