

## FOOD SORTER (Monday - Friday)

<b>Volunteer Job Title</b>	<b>Food Sorter</b>	<b>Responsible To</b>	Lower Hutt Volunteer Manager
<b>Location</b>	Kaibosh Lower Hutt 33 Dudley St Lower Hutt	<b>Travel Required</b>	Volunteers will be working from the location. Location is very close to public bus transport, and street parking is also available.  Volunteers will need their own transport to get to and from Kaibosh's Lower Hutt branch.
<b>Commitment Required</b>	Usually up to two hours per session, able to leave when finished.  Shifts available: Monday to Friday, 6.00-8.00pm (approximately)	<b>Position Type</b>	Part-time / casual. Can be short term for a minimum of 3 months.  Food Sorters work in teams of 3 or 4 and are usually rostered on once a fortnight depending on volunteer availability and shift availability.
<b>Volunteer Contact</b>	Lower Hutt Volunteer Manager	<b>Date Posted</b>	7 September 2016
<b>Training Provided</b>	Job specific training (on the job)  Basic food safety training (via reading material)	<b>Posting Expires</b>	No expiry date.

### Volunteer Job Description

#### Role and Responsibilities

Food Sorters are a vital part of Kaibosh's team! Working in teams, Food Sorters make sure that quality surplus food donated by retailers is recorded, quality checked, safely sorted and stored, and ready for community groups to collect and give to those who need it most.

A Food Sorter is responsible for the:

1. Safe and efficient handling, sorting and storing of donated food items.
2. Accurate recording of donated food statistics.

Key tasks for a Food Sorter are:

- Clean and sanitise food sorting surfaces before and after food sorting.
- Quality assurance checks – food packaging, obvious spoilage beyond use, food items marked with a best before or use by date, referring to Kaibosh food waste policy and using best judgment.
- Weigh food by donor and food group, and record weights on statistics tracking spreadsheet.
- Provide accurate reporting and record keeping.
- Distribute food between community groups as per their requirements, referring to daily allocation schedules.
- Safely store food in chillers / freezers / shelves.
- Basic understanding and adherence to New Zealand food safety requirements (as per Kaibosh's food safety training material).
- Mop vinyl floors and vacuum after each food sorting session.

## Skill and Education Requirements

- Basic level of spoken and written English and able to read English.
- Basic computer skills.
- Food safety awareness (through reading Kaibosh's food safety training material).
- Clear and open communication, able to work unsupervised.
- Physically fit and able to hand carry loads of 10-20kg.

## Additional Notes

- Volunteers must have email AND mobile phone access for scheduling and communications from Kaibosh.
- Food donation quantities may vary between days, so some food sorting sessions may require a shorter time than mentioned above e.g. 30 minutes. It is expected that two hours would be the maximum amount of time spent in one session, and only in exceptional circumstances will it be longer than this.

## Volunteer Job Benefits

### You = Positive Impact

Any help you provide will, in some way, positively impact someone's life, our community and our environment. Here's what others say about our work.

**"Vibe are so grateful to Jen and the Kaibosh team. Every week they support us to feed over 100 young people throughout the Hutt Valley at Lunchtime Drop Ins at schools – thanks to Kaibosh, we've been able to increase these Drop Ins from 3 to 7 per week. We use this time to connect and spend quality time with young people, before sending them off to class with their tummies full of healthy food. Kaibosh also provides food for our parenting programme, through which young parents and their babies receive a weekly home-cooked nutritious meal."**

Sinead Ward, Vibe

**"On behalf of The Salvation Army Hope Centre we fully support and endorse the work of Kaibosh. It's a win, win, win situation – food wastage is limited, our guests and clients are truly thankful with a meal and a charitable organisation is being proactive in giving back to the community."**

Ollie Seumanufagai, Manager – The Salvation Army Hope Centre

**"Kaibosh strengthens existing networks and fills a very specific gap, enabling existing charities to do an even better job. Kaibosh helps address the paradox of food poverty in the midst of food excess and wastage."**

Celia Wade-Brown, Wellington City Mayor

**"Until you hear the figures you don't realise how much food is wasted. Food isn't cheap to begin with and there are a lot of people needing it, so Kaibosh definitely fills that gap."**

Fraser Ebbett, Manager – Harbourside Market

### Work References

Kaibosh can provide volunteer work references after three consecutive months of volunteering.

### For more information, please contact us:

**E-mail:** [lowerhuttvolunteering@kaibosh.org.nz](mailto:lowerhuttvolunteering@kaibosh.org.nz)

**Website:** [www.kaibosh.org.nz](http://www.kaibosh.org.nz)

**Reviewed By:** Matt Dagger

**Reviewed By:** 7 September 2016

**Approved By:** Matt Dagger

**Approved By:** 7 September 2016

**Last Updated By:** Hayley King

**Last Updated By:** 18 July 2017