

## FOOD SORTER (Monday to Friday)

<b>Volunteer Job Title</b>	<b>Food Sorter</b>	<b>Responsible To</b>	Wellington Volunteer Manager
<b>Location</b>	Kaibosh Wellington City 13 Hopper Street Mount Cook Wellington	<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 Wellington City branch.
<b>Commitment Required</b>	Up to 90 minutes per session, able to leave when finished.  Shifts available: Monday to Thursday 6.00-7.30pm (approximately) Friday, 5.30-7.00pm (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 initially rostered on for one session a week for three weeks in a row so they can learn the food sorting process.  They are then rostered on once a week or fortnight depending on volunteer availability and shift availability.
<b>Volunteer Contact</b>	Wellington Volunteer Manager	<b>Date Posted</b>	04 September 2015
<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.
- Receive food deliveries from Kaibosh driver and Food Rescue volunteers in a timely manner.
- 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).
- Clean floors after each food sorting session.

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### 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. 90 minutes would be the maximum amount of time spent in one session.

### 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.

**"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

**"Our Foodbank is all about regaining independence. Health and nutrition are a big part of that. Thanks to Kaibosh we are able to include a hearty pack of fresh fruit and vegetables with all our food parcels, plus any dairy we receive. The impact this can have on a family's budget and diet for the week is huge. This fresh food also supports our Youth programme and our Drop-in-Centre kitchen. Our kitchen volunteers have made jams, lemon curd and pestos all from Kaibosh produce. These are things we would not otherwise be able to provide and our guests get a real kick out of trying something new from our menu. Because of the principles Kaibosh operates by we are also mindful of our own waste, composting any produce we cannot save. What Kaibosh is supplying is more than just food, it is all about community values and generates a sense of pride that moves from Kaibosh to our staff to the families and individuals on our service."**

Louise Mearns, Foodbank / Volunteer Coordinator – Wellington City Mission

**"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: [wellingtonvolunteering@kaibosh.org.nz](mailto:wellingtonvolunteering@kaibosh.org.nz)

<b>Reviewed By:</b>	Matt Dagger	<b>Reviewed By:</b>	07 December 2012
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<b>Last Updated By:</b>	Ben Phillips	<b>Last Updated By:</b>	4 July 2018