



Job Title	Storeperson / Driver
Service	Food Security
Location	69 Boston Rd, Grafton
Reports to	Food Dispatch and Volunteer Coordinator
Direct reports	Nil
Key Relationships	<p>Internal</p> <ul style="list-style-type: none"> • Distribution Team • Food Security Team • Haeata • Residential Services <p>External</p> <ul style="list-style-type: none"> • Donor organisations including supermarkets and churches • Marae partners • Foodlink partners

Background

Auckland City Mission – Te Tāpui Atawhai has, for over 100 years, provided a range of Social Services for those in greatest need. While the people, their needs and consequently our services have changed over that time our philosophy of giving not charity, but a chance has not.

The services we offer at present are focused on giving a chance to people who are sleeping rough or who are inadequately housed, those who struggle with food insecurity, with drug and alcohol addiction, who need affordable primary healthcare, or any of the above and more.

Job Purpose

This role is integral to the day-to-day running of the Food Security team. It involves collection and handling of goods as a driver and contributing to the operation of a safe and efficient warehouse, including the management of volunteers.

Key Responsibilities

Service Delivery

- Work from a relationship perspective, where partnership and team work is characterised by mutual trust, integrity, respect, transparency and commitment
- Behave in a mana enhancing way towards all donors, clients, whānau, and partner organisations through the expression of aroha, hospitality, generosity and mutual respect
- Collect and deliver goods in a responsible and timely manner, as per the agreed schedule
- Process donations as per the Mission policies and procedures. This includes declining inappropriate donations with grace
- Operate vehicles and warehouse machinery safely and within the law
- Ensure maintenance of company vehicles, including up to date WOF and registrations
- Assist with stock management and warehouse upkeep
- Maintain accurate records, including tracking food distribution
- Follow food safety guidelines and role model best practise to others
- Train, supervise and support Mission volunteers, ensuring a safe and enjoyable experience
- Any other general tasks as agreed with the line manager

Cultural and Social Awareness

- Commitment to professional development and knowledge sharing of te ao Māori, tikanga and te reo Māori, including karakia, waiata and pepeha
- Awareness and respect of Ngā Whare Waatea Marae practices and protocols
- Familiarity with the organisational Te Tiriti o Waitangi Policy and Cultural Appropriateness Policy

Health and Safety

- Maintain a safe and healthy work environment by role modelling the Health and Safety Plan and complying with all Mission safety and legal regulations
- Communicate any identified risks and safety issues appropriately and quickly with relevant team members. Act to mitigate risks when appropriate
- Report and record any incidents as per the Incident Management Procedure. Incidents are to be reported immediately to line management and relevant incident reporting documents are completed by the close of business
- Mandatory training is completed and kept up to date

Professional Development

- Take an active role in own professional development
- Attend professional development courses and seek professional advice outside own scope
- Participate in external and internal training and workshops as required

Being part of Auckland City Mission

- Adhere to all Auckland City Mission organisational policies, procedures and guidelines standards of integrity and conduct
- Always uphold and promote Auckland City Mission values
- Demonstrate a commitment to and respect for Te Tiriti o Waitangi and incorporate these into your work.
- Participate in other duties, activities or events across the organisation as required or able
- Regularly participate in team, service and wider organisational meetings

Essential Skills

- Physically fit and able to do heavy lifting
- Dependable with good time management and organisational skills
- Commitment to embodying the principles of the Te Tiriti o Waitangi in organisational practice
- Strong ability to build rapport, build, and maintain relationships
- Ability to handle sensitive information in a confidential manner
- Ability to solve problems and be resourceful
- Evidence of good inter-personal and communication (written and oral) skills in a multi-cultural environment
- Competent in use of Microsoft Office (Word, Excel, Teams)
- Effective collaboration and partnering skills, with aptitude for getting things done through both formal and informal channels
- Reputation for personal integrity and reliability
- Commitment to the Auckland City Mission brand and culture
- Empathy and understanding of issues of trauma, mental health, addiction, poverty and homelessness
- An appreciation of the multi-cultural nature of both New Zealand and staff, volunteers and clients of the Auckland City Mission.
- Willingness to advocate for improved social conditions and a fair sharing of the community's resources (social justice)

Qualifications

Class 1 Driver's Licence
F-endorsement Forklift Licence
First Aid Certificate