

Role	Moon Rabbit Café Produce Purchaser (Volunteer)
Hours	Must be available 1 day a week, Monday-Friday, up to 3 hours a week
Start date	First week of February 2023
Location	Bridge Darebin, 218 High St, Preston 3072
Reports to	Moon Rabbit Manager & Chef
Duties & responsibilities	<ul style="list-style-type: none"> • Collaborate with cafe staff to determine the cafe's produce needs and preferences. • Source and purchase produce from local farmers, markets, and wholesalers. • Inspect produce for quality and freshness. • Coordinate delivery of produce to the cafe. • Liaise with Café Manager & Chef about weekly produce requirements. • Keep accurate records of purchases and expenditures. • Represent the cafe and organisation in a professional and courteous manner. • Adhere to all Bridge Darebin OHS and Child Safety policies and procedures.
Desired skills	<ul style="list-style-type: none"> • Full Victorian driver licence • Reliable & punctual • Good knowledge of areas around Melbourne or ability to use GPS navigation to plan travel • Ability to complete tasks in a timely manner • Strong organizational skills to effectively manage multiple requests and tasks • Strong interpersonal and communication skills • Attention to detail <p>*Please note that some manual handling is required in this role, such as lifting food containers to and from the van. Equipment such as a trolley is available for use.</p>
Benefits	<ul style="list-style-type: none"> • Opportunity to complete Food Safety Handling Certificate on the job. • A free lunch on the day and a free coffee during the shift. • Join our Volunteer Lunch at the end of every term to meet like-minded individuals through Bridge Darebin's volunteer program. • Be part of the Bridge Darebin community and link into other programs and opportunities.
To apply	Email manager@moonrabbit.org.au or call Bridge Darebin at 03 9484 5806