



POSITION DESCRIPTION

DRY FOOD CO-ORDINATOR

SUMMARY OF ROLE	The Dry Food Co-ordinator is responsible for the dry goods offered for sale by the Beechworth Food Co-op (BFC). This responsibility extends to maintaining relationships with suppliers; ordering and taking delivery of dry goods; and maintaining an inventory of stock. The Dry Food Co-ordinator will ensure that all stock is offered for sale in fresh condition, that the store complies with relevant Council regulations; and that stock is labelled appropriately.
TIME COMMITMENT	10 hrs per week

RESPONSIBILITIES 1. Stock control	<ul style="list-style-type: none"> ○ Order stock in accordance with BFC ordering priority to maintain consistent levels of top 100 products ○ Coordinate delivery of dry products to the BFC Hub: <ul style="list-style-type: none"> ○ Unpack orders on arrival and check off against invoice ○ Update labels for pricing and best before date ○ Update stock levels and pricing in point of sale system ○ Draw up a list of goods for volunteers to pre pack ○ Collate weekly online orders ready for volunteers to fill and ensure customers have been notified that orders are ready ○ Oversee store display area, accurate product labelling and general signage and notices
2. Manage budget	<ul style="list-style-type: none"> ○ Allocate the weekly budget to ensure top 100 products are consistently available ○ Meet weekly target of income from sales to cover fixed costs and weekly budget as a minimum ○ Pay suppliers within payment terms

<p>3. Relationships</p>	<ul style="list-style-type: none"> ○ Develop relationships with local dry bulk producers ○ Liaise with Treasurer re point of sale system and budget tracking on a monthly basis ○ Liaise with Volunteer co-ordinator for weekly volunteer activities and additional support when required ○ Liaise with Fresh Co-ordinator re deliveries and storage of fresh goods ○ Liaise with appointed BFC board member re issues arising from operations
<p>4. General</p>	<ul style="list-style-type: none"> ○ Ensure the premises meet local council food premises requirements and standards ○ Post weekly on social media re stock levels/new products ○ Monthly report to the Board ○ Ensure toilet and kitchen stock are regularly replenished (toilet paper, detergent) ○ Put out the bins each week ○ Other tasks as directed by the Board
<p>SPECIAL REQUIREMENTS OF ROLE</p>	<p>This role will require computer skills and physical activity to unpack deliveries.</p>
<p>SELECTION CRITERIA</p>	<ol style="list-style-type: none"> 1. A general understanding of the purpose and values of food co-operatives. 2. Excellent organisational skills and an eye for detail. 3. Highly developed interpersonal and communication skills. 4. An ability to work co-operatively as part of a diverse team. 5. Self motivated and able to work alone 6. Competency in the use of standard computer software applications and social media apps
<p>SECOND FOR ROLE</p>	<p>Fresh Co-ordinator</p>