



## Position Description

<b>Position</b>	Chief Operating Officer
<b>Reports to</b>	Chief Executive Officer
<b>Direct Reports = 4</b>	Kitchen Manager, Melbourne General Manager - Operations, Brisbane Logistics Manager, Melbourne Kitchen Gardens Manager, Melbourne
<b>Employment</b>	Full time, permanent
<b>Location</b>	FareShare, Abbotsford kitchen, Melbourne. Travel to Brisbane once every 2 months on average.

### Position Objectives

- To provide strong leadership and oversight of FareShare's operations including kitchen production, logistics and gardens.
- To meet operational objectives while adhering to high standards of industry compliance and safety.
- To instill a culture of continuous improvement to maximise operational efficiency.
- To represent FareShare on key government and industry bodies pertaining to food rescue and food relief.
- To lead FareShare's relationships with other food rescue and food relief organisations.
- To progress existing and new initiatives that enhance sector-wide collaboration (including partnerships with the corporate sector for distribution of food relief).
- To work alongside and closely with the Director – Special Projects (reporting to the CEO) to implement innovation and new product development.
- To oversee FareShare's procurement of goods/services/ingredients along with project managing capital projects as required.

### Key Responsibilities

- Build strong relationships with key not-for-profit organisations, food and logistics businesses, pro bono suppliers and government agencies that can maintain and grow FareShare's operational capacity.
- Oversee the development of operational plans and objectives.
- Monitor and report on the implementation of operational plans and agreed key performance indicators.
- Develop an annual budget for operations and monitor expenditure against the approved budget.

- Ensure the quality, nutrition and presentation of FareShare meals are maintained and continually enhanced.
- Oversee the staff of the food gardens program (at three sites across Melbourne), including liaising with landlords as appropriate.
- Ensure all operations comply with FareShare's Food Safety Plan, including all relevant food safety laws and standards.
- Ensure all operations comply with OH&S laws and standards.
- Support operations managers in their assessment and procurement of new equipment.
- Support the CEO, Communications and Fundraising teams with profile-building, events and initiatives as appropriate.

### **Personal attributes of the ideal candidate**

- A personal commitment to FareShare's mission to improve the lives of Australians experiencing hardship with free, nutritious meals.
- Exposure to logistics and food manufacturing, and an appreciation of food safety standards, would be highly desirable.
- Strong leader of operational managers, with the ability to establish rapport with a diverse range of people, e.g. staff, professional advisors, community and corporate volunteers.
- A well-organised and structured individual who is comfortable juggling multiple pressing priorities. Will have an eye for detail and enjoy getting to know how everything works with a commitment to driving continuous improvement.
- A natural problem solver, who can easily switch from the macro- to-micro view and is happy to get involved in day-to-day issues while maintaining an overview of how everything fits together.
- A strategic and creative thinker who can get things done with limited resources and using smart processes.
- Excellent interpersonal, teamworking and diplomacy skills, with the ability to build consensus internally and externally.

FareShare is a Public Benevolent Institution and employees have access to generous salary sacrificing benefits.

Laptop and mobile phone will be provided.