



# Coromandel Independent Living Trust

TE ROOPUU WHAIORA

## Job Description

<b>Position:</b>	Foodbank Coordinator
<b>Type:</b>	Community Support Services
<b>Role Purpose:</b>	The Foodbank Coordinator oversees the day-to-day operation of CILT's Foodbank Services, ensuring food and essential items are distributed in a fair, respectful, and efficient manner. The role coordinates food supply, storage, and distribution processes while supporting individuals and whānau experiencing hardship and maintaining strong relationships with donors, partner agencies, and the community.
<b>Reporting to:</b>	General Manager

## Background

CILT was formed in 1994 with an initial focus on providing services for people with disabilities. Since then, CILT has evolved and grown into a broad-based community and social service provider and has become an integral and valued organisation serving the Upper Coromandel. CILT is a well-established and innovative charitable trust aimed at strengthening our community and enhancing the wellbeing of all people who live here. We provide a diverse and flexible range of projects and programmes including social housing, whānau support services, disability services, social enterprise, education and environmental initiatives.

Our Vision: A community where all people are empowered to reach their full potential.

Our Purpose: To work collectively to strengthen our community in response to need.

Our Values: Whakawhanaungatanga, respectful relationships. Kaitiakitanga, our obligations. Manaakitanga, care for all people.

## Key Tasks

- Coordinate the daily operation of the foodbank, ensuring efficient, respectful, and equitable distribution of food parcels.
- Lead and work with the Foodbank Assistant to ensure coordinated and effective foodbank services.
- Prepare regular emergency food parcels for clients and social workers as required, ensuring they provide complete meals and include options suitable for different household sizes and dietary needs.
- Assess requests and allocate food support in line with organisational guidelines and client needs.
- Maintain appropriate stock levels and ensure parcels meet basic nutritional and cultural needs where possible.
- Manage food inventory including ordering, receiving, rotating stock, and monitoring expiry dates, ensuring value-for-money in purchases where possible.
- Monitor and restock the pataka kai as stock levels allow to meet community needs.
- Manage food rescue collections and donations, and maintain positive relationships with suppliers and community partners.
- Ensure safe food handling, storage, and hygiene practices in accordance with food safety standards.
- Provide a welcoming, non-judgmental service that upholds the dignity and mana of individuals and whānau.
- Identify additional needs and refer clients to internal services or external support agencies.
- Maintain accurate records and documentation to meet funder and organisational reporting requirements, and contribute to funding applications and accountabilities when required.
- Coordinate special food parcel initiatives (e.g., Christmas Parcels), including promotion, ordering, and distribution.
- Organise fundraising initiatives
- Support initiatives that strengthen community food security and reduce waste.
- Undertake any other reasonable tasks as required.

Ideal Person Specifications	
Skills and Attributes	<ul style="list-style-type: none"> <li>• Acts with integrity and aligns with CILT's values</li> <li>• Understanding of working with people experiencing hardship or vulnerability</li> <li>• Knowledge of food safety, stock handling, and distribution processes</li> <li>• Strong interpersonal and client support skills</li> <li>• Excellent communication, teamwork, and leadership skills</li> <li>• High reliability, organisation, and attention to detail</li> </ul>
Other	<ul style="list-style-type: none"> <li>• An MOJ check/police vet.</li> <li>• Culturally sensitive, committed to multi-culturalism and possessing an understanding of, and a commitment to the articles of Te Tiriti o Waitangi/Treaty of Waitangi.</li> </ul>

Core Competencies	
Area	Outcome
Service Delivery	<ul style="list-style-type: none"> <li>• Ensures foodbank services are delivered efficiently, respectfully, and equitably.</li> <li>• Provides leadership and guidance to staff to maintain consistent, effective, and coordinated service delivery.</li> <li>• Maintains accurate records and documentation to meet funder and organisational requirements.</li> <li>• Ensures emergency food parcels are always prepared and ready for distribution.</li> <li>• Coordinates special initiatives to support the community, including seasonal parcels and resources such as budget-friendly recipes and meal guides.</li> </ul>
Operational & Resource Management	<ul style="list-style-type: none"> <li>• Manages foodbank inventory, stock rotation, and the pataka kai effectively.</li> <li>• Coordinates donations, food rescue collections, and supplier/community relationships.</li> <li>• Ensures safe food handling, storage, and hygiene practices are followed.</li> <li>• Plans and implements fundraising and resourcing initiatives to strengthen service delivery and sustainability.</li> </ul>
Client Outcomes	<ul style="list-style-type: none"> <li>• Ensures foodbank services promote client dignity, choice, and empowerment through supportive and respectful interactions.</li> <li>• Supports pathways for clients to access additional services, such as financial mentoring or other relevant programmes, to help reduce reliance on foodbank services over time.</li> <li>• Oversees the maintenance of a welcoming, safe, and well-organised foodbank environment to contribute to positive client experiences.</li> </ul>
Self Management	<ul style="list-style-type: none"> <li>• Manages own workload and time effectively.</li> <li>• Demonstrates reliability, accountability, and professionalism in all aspects of work.</li> <li>• Adapts to changing priorities and shows initiative in completing tasks.</li> <li>• Takes responsibility for personal development and applies learning to improve performance.</li> <li>• Meets attendance, punctuality, and other basic job expectations consistently.</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>• Participates as an active team member and contributes knowledge and expertise to other areas of CILT.</li> <li>• Develops and maintains effective working relationships with all CILT staff.</li> <li>• Builds and maintains purposeful relationships and partnership with external stakeholders, including local and central government, iwi, hapu, funders and other social service agencies.</li> <li>• Represents CILT views and protects the organisation's reputation during any external interactions.</li> <li>• Models positive behaviours and the values of CILT and encourages others to do so.</li> </ul>
Cultural Commitment	<ul style="list-style-type: none"> <li>• Displays a demonstrated understanding of te ao Māori including appreciation of matauranga Māori, tikanga Māori and te reo Māori.</li> <li>• Recognises, understands and embeds the principles of Te Tiriti o Waitangi and how these relate to the work that CILT is doing.</li> <li>• Participates in ongoing training and development in relation to Te Tiriti and te ao Māori.</li> </ul>

Health & Safety	<ul style="list-style-type: none"> <li>● Complies with all CILT H&amp;S policies, procedures.</li> <li>● Reports all incidents/accidents in a timely manner.</li> <li>● Is involved in health and safety through participation.</li> <li>● Ensures own and others safety at all times.</li> <li>● Displays commitment through supporting safety and wellbeing initiatives.</li> </ul>
Policies & Procedures	<ul style="list-style-type: none"> <li>● Adheres to all CILT policies and procedures relevant to the role.</li> <li>● Seeks clarification when unsure about any policy or procedure.</li> </ul>
Conduct	<ul style="list-style-type: none"> <li>● Adheres to the CILT Code of Ethics.</li> <li>● Adheres to the CILT Code of Conduct.</li> </ul>

I agree with the duties and responsibilities of the position as reflected in this job description. The Employer reserves the right to amend this job description after discussions and agreement in writing with you.

Name:

Signed:

Date: