

Food Co-op Coordinator

Position Description

POSITION DESCRIPTION:

Position title:	Food Co-op Coordinator (job share)
Status:	10 hours per week
Location:	Okines Community House
Classification level:	Level 8 (\$33.99/hr)
Award	<i>General Retail Industry Award</i>
Reporting to:	Manager
Date Approved:	5/10/2026

POSITION SUMMARY

Create a welcoming, supportive and functional space for the community to access a range of bulk wholefoods. We are looking for someone who is personable, has good organisational skills and is passionate about food and community. The Food Co-op Coordinator is responsible for maintaining a safe working environment, creating a supportive team culture and creating opportunities for the community to engage with nutrition and sustainable food systems. The Food Co-op Coordinator will also be responsible for day-to-day operations of the co-op shop, including answering queries from the public; coordinating volunteers; risk management; supplier relationships, inventory management, finances and maintenance. The role requires collaboration with the Manager and broader Okines team of staff and volunteers.

Who we are

Okines Community House works to strengthen and support the Southern Beaches community to be welcoming, supportive, resilient and sustainable - for community, by community. Through community-led practice, we provide:

- A safe, warm, friendly community house that encompasses a vibrant community garden, flourishing food co-op, and thriving bike repair shed.
- We are a focal point for all people in the Southern Beaches community. To work together on the things they want to do, need and believe in. A place that promotes and celebrates community strengths and achievements.
- A program of recreational and supportive activities, programs, events, information, referral and partnerships. To bring needed services into our community that will build, support and strengthen the people and families in our community.
- A responsible and accountable organisation, that manages and governs Okines Community House well.

Okines Community House is an independent incorporated association, funded in part by the Department of Premier and Cabinet and operates within the framework of the Neighbourhood House Programme.

LEVEL OF RESPONSIBILITY

This position is directly responsible to the Manager for all aspects of service delivery and activities under their control. The employee is required to set priorities and monitor work flow in areas of responsibility, provide support to volunteers, and maintain a high quality in the services provided.

An employee at this level exercises a high degree of autonomy, initiative, and discretion. The employee has the authority to oversee operational management (including finances) of the food co-op, develop and implement procedures and systems, and supervise, train and performance manage other staff and volunteers. Any issues falling outside these areas are to be referred to the Manager.

SUPERVISION

The employee works under general direction from the Manager, has involvement in establishing organisational procedures, priorities and practices. The employee is required to supervise and support volunteers and plan and organise their own work.

KEY TASKS AND DUTIES

- Provide a welcoming, friendly, safe and supportive environment for community members and volunteers entering and utilising the food co-op.
- Oversee the daily operations of the food co-op, including: membership management, volunteer compliance, inventory management, supplier relations, IT and POS systems and manage food co-op inbox and communications.
- Create and maintain reference documentation detailing all procedures and practices relevant to the food co-op.
- Provide financial oversight of co-op operations, including monitoring income vs expenditure, accounts payable, inventory management and banking.
- Recruit, induct, train, roster and supervise volunteers.
- Nurture relationships with community members, suppliers and other organisations.
- Comply with Work, Health and Safety legislation and regulations and ensure a safe environment, including regular risk assessment and management.
- Ensure safe food handling and environmental health requirements are adhered to.
- Foster a team culture of collaboration, respect and professionalism, recognising the skills and contributions of volunteers.
- Support community connection events and nutrition education opportunities in partnership with the Okines Events and Engagement Coordinator.
- Work ethically and with appropriate level of confidentiality.
- Attend monthly team meetings and work collaboratively with other areas of the Okines team on operational planning, implementation, monitoring and evaluation.

QUALIFICATIONS

- demonstrated experience/ specialised skills sufficient to undertake the range of activities required
- relevant qualification in business, retail management or similar (desired)

OTHER REQUIREMENTS

- required to provide a satisfactory National Police Check and Working with Vulnerable People Check.

SELECTION CRITERIA

- Demonstrated skills and experience in retail management, including financial management and supplier relations
- Good interpersonal skills with the ability to connect with a wide range of people and communicate in a manner which is clear and allows people to feel safe
- Strong organisational skills with the ability to prioritise tasks, manage competing demands, manage projects and high-level attention to detail
- Well-developed computer skills, including the use of Point of Sales systems and excel spreadsheets.
- Experience and knowledge of food safety, environmental health and workplace health and safety with the ability to monitor risks and take action to ensure a safe environment for staff, volunteers and the public
- Demonstrated capacity to support, train and supervise volunteers
- A strong commitment to sustainability, social justice, diversity, equity and inclusion

WORKING ENVIRONMENT

Code of Conduct

All employees must abide by the Organisational Code of Conduct.

Work Health and Safety:

As an employee, you must be aware of and comply with requirements of the relevant Work Health and Safety legislation and associated regulations. This includes taking responsibility for your own health and safety and that of others in the workplace and complying with the Organisation's Occupational Health and Safety policies and procedures.

Term of Employment:

This role is subject to availability of ongoing funding.

SIGNATURES

Signed for and on behalf of the Organisation:

Name: _____ Signature: _____

Position: _____ Date: _____

The Employee:

I acknowledge that my duties and responsibilities are as outlined in this position description. I further acknowledge that my duties may be varied from time to time.

Name: _____ Signature: _____

Position: _____ Date: _____