



## Warehouse/General Hand

### Position Description

<b>Position Title</b>	Warehouse General Hand
<b>Responsible Council</b>	Wollongong Central Council
<b>Reports To</b>	Warehouse and Transport Logistics Manager
<b>Base Location</b>	Unanderra
<b>Primary position objective</b>	The Warehouse General Hand position is responsible for ensuring that the warehouse is orderly and to support fellow workers involved with the collection and sorting of recyclable drink containers at the warehouse.

### St Vincent de Paul Society

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded by a 20 year old man named Frederic Ozanam in 1833, who with a group of friends, wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 1,400 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society is a leading provider of community support services and has close to 100 Special Works across the State in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

### Department Overview

The Wollongong Diocesan Central Council covers the area from Glenfield in the north to Ulladulla in the south and west to the Southern Highlands. There are a number of low socio-economic areas including broad acre housing estates in Campbelltown and areas of need in the Illawarra and Shoalhaven.

The Wollongong Diocesan Central Council operates a number of special works including Mental Health, Community Development and Accommodation Services.

The Wollongong Diocese currently has 25 Centres. Vinnies Centres provide furniture, clothing and household goods to families and people in need and are being assisted by conference members.

Centres are also a valuable resource for people on low incomes, enabling them to buy quality clothing, furniture and other household items at an affordable price.

## **Unanderra Warehouse**

The Unanderra warehouse is a new centre for receiving bulk deposits of recyclable drink containers to be counted and sorted onsite using specialised equipment. The warehouse serves the Wollongong region and forms part of NSW Container Deposit Scheme.

### **Duties and Responsibilities**

- Maintain housekeeping standards which result in a safe, clean and tidy warehouse
- Assist with the loading and unloading of goods delivered to/collected from the warehouse
- Maintain the orderly housing and security of warehouse stock and equipment
- Use forklift to empty bins of sorted recyclable containers into bulk bins for transport
- Maintain a steady movement of sorting bins to assist production hands using bulk recyclable drink container counting and sorting equipment
- Assist with the assembly and maintenance of wheeled bins used at the warehouse and partner collection sites
- Monitor general warehouse equipment and promptly refer faults for maintenance and repair
- Responsible for daily maintenance and care of the warehouse forklift
- Responsible for monitoring the volume of recyclable containers held in bulk bins on site and seeking collection/replacement as needed by contracted business partner

### **Essential Criteria**

- Experience within a warehouse function
- Ability to work as part of a team and also independently
- Proven interpersonal, communication and organisational skills
- Ability to work with both employees and volunteers
- Understanding of work, health and safety requirements within a warehouse environment
- Physically capable of lifting and carrying items in a safe and WHS compliant manner
- Experience in using forklifts and be in possession of current Forklift Licence
- Willingness to work within the ethos and mission of the Society
- Current Drivers Licence

### **Desirable Skills**

- Demonstrated understanding of the Not for Profit sector
- Maintenance of mechanical equipment

*The St Vincent de Paul Society is an Equal Employment Opportunity Employer*