



Truck Driver

Position Description

Position Title	Truck Driver
Responsible Council	Broken Bay Central Council
Reports To	Transport Manager
Base Location	TBA
Primary position objective	The Driver / Offsider are primarily responsible for the collection of goods, donated to and sold from the Vinnies Centres throughout the Broken Bay Council area.

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.

Diocesan Overview

The Broken Bay Central Council currently has 27 Centres covering Sydney's Northern Beaches and the Upper North Shore and including the Central Coast of NSW. The Vinnies Centres provide furniture, clothing and household goods to families and people who are 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.

Basic Duties & Tasks:

- Collection of donations of clothing, furniture and bric-a-brac from the general public
- Service St Vincent de Paul shops with stock and donation deliveries, rubbish removal and any other instruction as directed.
- Clear excess stock to other retail centres or the Distribution Centre as required
- Clothing bin collections with contents emptied in their entirety as required and rubbish removed around the site.
- Delivery of furniture or large items sold from Retail Centres
- Move furniture direct from trucks to shop floors and assist in moving furniture and any other items within shop area where applicable.
- Delivery of goods to welfare clients
- Responsible for the security of goods, equipment and vehicle while on duty
- Maintain presentation and safe operation of the Society vehicle.
- Comply with all WH&S standards and procedures, as they apply to the warehouse and transport areas
- Take every care with the handling and transportation of Society goods
- Assist in keeping record of all activities and completion of daily run sheets.
- Duties should be carried out in a timely, cooperative and courteous manner at all times.
- Maintain a professional appearance while on duty
- Other duties as requested

Essential Criteria

- Experience in a warehouse or distribution environment
- Comprehensive understanding of relevant Workplace Health & Safety legislation
- Recent completion of a Manual Handling Course
- Willingness to adhere to the ethos and mission of the St Vincent de Paul Society, NSW
- Professional empathy skills in working with donors and welfare clients
- Strong communication and interpersonal skills
- Proven ability to work within a team environment
- Physical capacity to stand for long periods of time and lift goods safely
- Valid & current NSW Driver's Licence (LR, MR or HV)

Desirable Skills

- Knowledge about St Vincent de Paul Society

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