



Truck Driver/Storeperson

Position Description

Telephone: (02) 9568 0262
Facsimile: (02) 9550 9383

Position Title	Truck Driver/Storeperson	Email: vinnies@vinnies.org.au
Responsible Council	Wollongong Diocesan Central Council	Website: www.vinnies.org.au
Reports To	Area Manager	Donation Hotline: 13 18 12
Location	Wollongong Warehouse	
Primary position objective	To work as a truck driver for a Society retail centre. This role is accountable for security, safety, maintenance, cleanliness and operation of vehicles and warehouse equipment and for the safety of all volunteers who use such vehicles and equipment	

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

Duties and Responsibilities:

Major Responsibilities

- Drive vehicles in a safe, lawful manner
- Pick up donations of goods and furniture
- Deliver goods and furniture
- Ensure all Society clothing bins are emptied on a regular basis
- Load and unload vehicles in a safe manner
- Ensure all donated money received is properly recorded and receipt issued to donor
- Ensure all procedures are followed and in accordance with WHS regulations
- Maintain warehouse in a safe, secure and clean condition
- Ensure all rubbish is safely stored and removed in a prompt manner

Duties

- Ensure all vehicles are kept in neat, tidy and clean condition
- Check batteries, charge level and safe operating of forklift
- Report any mechanical problems with vehicles or forklift to Manager
- Ensure all bags and conference/welfare supplies located in the warehouse are stored safely, orderly and correctly tagged
- Attend training courses as required
- Act in accordance with the spirit and philosophy of St Vincent de Paul Society
- Respect and maintain all Society equipment

Essential Criteria

Skills

- Safe driving skills
- Empathy
- Good communication skills
- Physical ability to perform duties required of this position
- LR Drivers Licence

Knowledge

- Good geographical knowledge of the Wollongong areas
- Thorough knowledge of all road rules and regulations
- Thorough knowledge of Manual Handling procedures
- Thorough knowledge of Work, Health and Safety legislation and procedures

General

- Perform all duties in a manner consistent with the philosophies, aims and objectives of the Society
- Treat clients with sensitivity at all times
- Maintain and respect confidentiality in relation to Society, Centres and Volunteers
- Have a sensitivity and awareness of class and cultural differences
- Work in a cooperative and empathetic manner when dealing with homeless people, other agencies, Society members, staff, volunteers and the general public

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