



Warehouse Supervisor - Container Deposit Scheme (CDS)

Position Description

Position Title	Warehouse Supervisor - Container Deposit Scheme (CDS)
Responsible Department	Container Deposit Scheme
Reports To	Warehouse and Transport Logistics/Operations Manager
CDS Locations may include	Unanderra, Nowra, Penrith, Cardiff, Wagga Wagga or such other locations due to growth of the scheme.

Primary position objective: To support the daily operations of the assigned CDS site
To lead a customer focused team and supervise the activities of the Warehouse and ensure staff have the correct equipment to complete their various activities. Supporting a safe & harmonious workplace, complying with Society policy & procedures, as well as applying all relevant Work, Health & Safety responsibilities.

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 St. Vincent de Paul Society NSW has recently entered into a contract with Tomra/Cleanaway to provide over the counter and bulk handling collection facilities as part of the state wide Container Deposit Scheme.

The NSW Container Deposit Scheme is a State Government initiative to reduce the impact of drink container litter. The Return and Earn is the largest litter reduction scheme introduced in NSW, and will help meet the Premier's goal of reducing the volume of litter in the state by 40% by 2020.

CDS Warehouse Sites

The CDS warehouse site 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 local region in which it is based and forms part of the Society's NSW Container Deposit Scheme.

CDS site Staff are supported by a Matrix Management structure with dual reporting relationships covering both a local functional manager and an overarching CDS project and systems reporting line. This is to support a consistent approach to our CDS sites and maintain our knowledge and expertise within the Society.

Duties and Responsibilities:

Operations

- Assign, plan and delegate work flow activities of warehouse to ensure efficient processing of container deposits
- Effectively manage the return and earn of items to meet stakeholder timescales and requirements
- Provide a safe working environment, adhering to WHS procedures and ensuring they are understood and practiced by the team always
- Supervise and control containers in, to ensure accuracy with minimum handling and damage
- Monitor loading of trucks and support safe transfer of container bins for pick up
- Schedule and oversee, in conjunction with management support, the disposal of rejected containers or other waste items as appropriate
- Excellent customer service skills to support customers when utilising the Society's collection facilities
- Coordinate repairs, cleaning and maintenance of warehouse equipment

Supervision

- Ensure team members productivity and motivation is optimised through monitoring work performance and providing advice and assistance as required
- Work with team to ensure continually improved customer service
- Work closely with Management on fulfilling staffing requirements
- Ensure that recycling and warehouse operations are conducted in accordance with Work Health & Safety requirements

Administration

- Develop and maintain reporting metrics and analyse data to assess performance and implement improvements with respect to the CDS site functions
- Provide input into the operation the recycling/warehouse functions
- Maintain relevant records with regards to POS systems

Essential Criteria

- Demonstrated 3 – 5 years' experience as Warehouse Supervisor
- Excellent communication skills with experience in negotiation and facilitating a resolution
- Excellent organisational skills with the ability to manage and plan to tight deadlines
- Demonstrated understanding of WHS and carrying out safety procedures
- Proficient with Microsoft Office Suite and warehouse Point of Sale (POS) systems
- Willingness to uphold the ethos and mission of the Society
- Current Driver Licence & Forklift Licence

Desired Skills

- Demonstrated understanding of Not for Profit sector
- Relevant tertiary qualifications

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