



## POSITION DESCRIPTION

<b>Title:</b>	Warehouse Driver
<b>Business Unit:</b>	Retail Operations / Strategy and growth – Uniting Lentara
<b>Location:</b>	38-40 Phillip Street, Dallas VIC 3047
<b>Employment Type:</b>	Casual
<b>Reports to:</b>	Retail Operations Coordinator – Melbourne Metro

### ABOUT UNITING

Uniting works alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

Uniting is the services and advocacy arm of the Uniting Church. We've been supporting people and families for over 100 years. We are 7000 skilled, passionate and creative people providing over 770 programs and services.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, trans, gender diverse and intersex (LGBTIQ) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

### POSITION PURPOSE

The role of the Warehouse Driver is to provide logistical (transport) support to the Warehouse, Bargain Centre Stores and Community Wardrobe retail outlets. Collection of goods from Melbourne and area and parts of Regional Victoria. Assist in providing support for other Uniting programs where applicable.

### SCOPE

**Budget:** *Not applicable*

**People:** *Not applicable*

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## Relationships:

### Internal:

- Retail Operations Coordinator (Melbourne Metropolitan)
- Warehouse Team Leader
- Warehouse Sorters
- Warehouse Drivers
- Shop Managers
- Retail Operations Coordinator (Bendigo)
- Volunteers/Work Experience Participants
- Uniting staff at collection sites

### External:

- Ministers/ Congregation at collection sites
- Clients
- Business Partners
- Donors

## KEY RESPONSIBILITY AREAS

### Service delivery

- Maintain donation bins allocation and ensure weekly collections are maintain and areas are left in clean and tidy state
- Ensure timely collection and delivery of stock from the warehouse to retail outlets
- Ensure timely distribution of goods from donors home and other Uniting outlets whilst always projecting a professional and courteous image
- Conduct other pick up runs as outlined by Retail Operations Coordinator as required i.e. country runs and special requests

### Quality and risk

- Take responsibility for manually loading and unloading of the truck/s
- Take responsibility for housekeeping and cleanliness of the truck/s,
- Assist in maintaining the Warehouse cleaning standards
- Dispose of commercial garbage in accordance with Uniting policies and procedures and local council by laws
- Report all accidents to Retail Operations Coordinator immediately and advise of any changes regarding donor's pickups
- All accidents/injuries/near misses are to be reported to the Retail Operations Coordinator within 24 hours
- Ensure that all passengers and volunteers comply to OHS standards pertaining to the workplace and truck standards
- Provide additional support to sorters on a needs basis as directed by the warehouse team leader
- Correctly ensure that vehicle log book is actioned daily
- Carry out a weekly safety check on the truck/s
- Other tasks as requested by the Retail Operations Coordinator

### People management

- Ensure support truck jockey/volunteers on runs comply with Uniting policies and procedures

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## Personal accountability

- Compliance with Uniting’s values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees, founding agency employees and external stakeholders in accordance with Uniting’s values and professional standards of behavior...
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

## PERFORMANCE INDICATORS

- Time Management - Ensuring all bin allocations are completed as requested and delivery to the retail outlets are done in a timely manner
- Teamwork - Providing additional support to warehouse staff, and volunteers where needed

## PERSON SPECIFICATION

### Qualifications

- Certificate/diploma in logistics or warehousing (*desirable*)
- Current Victorian Drivers Licence
- Minimum MR Licence or HRIGID licence

### Experience

- Working in similar role (*desirable*)

### Core selection criteria

- Ability to demonstrate and authentically promote Uniting’s values
- Ability to work autonomously as well as in a team environment
- Strong people skills and an ability to communicate effectively with all people associated with Uniting
- Ability to adhere to manual handling work practices and safe work methods of all aspects pertaining to driving and truck maintenance
- Willingness to undertake work based travel across range of work locations
- Must be physically fit to lift items of weight up to 15kgs
- Basic English reading and writing

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This position description is subject to review and may change in accordance with Uniting's operational, service and customer requirements.

<b>Employee Name:</b>		<b>Manager Name:</b>	
		<b>Title:</b>	
<b>Date:</b>		<b>Date:</b>	
<b>Signature:</b>			

*Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a 'child safe' organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.*

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