

# Position Description

## Warehouse Pick and Packer

Clayton

30 hrs a week

### About Our Village

Our Village is the new chapter in the story of St Kilda Mums, Geelong Mums and Eureka Mums. Turning pre-loved into re-loved so every child thrives. Our vision is a future where we share more, waste less and care for every child. Our Village collects, sorts and redistributes essential nursery equipment, clothing, books and toys for babies and children in response to requests from a statewide network of social workers and Maternal & Child Health Nurses.

### Position Overview

Part of our Volunteer and Operations team, based in Clayton (Winterton Road), this is a generalist warehouse support role. It is a physically demanding role involving repetitive manual handling tasks, often with weights of over 20kgs.

You will work closely with the warehouse staff and volunteer teams to ensure that orders placed by Our Village clients are available for distribution in a timely manner.

- Warehouse duties include - but are not limited to:
  - picking and packing orders
  - boxing and preparing orders for freight delivery
  - restocking shelves
  - receiving and weighing incoming goods
  - inventory management
- Providing back up support to the Van Driver

### Key Relationships

Internal	<ul style="list-style-type: none"> <li>● Volunteer and Operations Management team</li> <li>● Volunteer and Operations team</li> <li>● Community Services team</li> <li>● Volunteers</li> </ul>
External	<ul style="list-style-type: none"> <li>● Suppliers</li> <li>● Service partners</li> </ul>

## Responsibilities

- Selecting goods daily order forms
- Picking and packing stock into boxes and onto pallets based on daily orders
- Counting and recording stock levels
- Restocking shelves
- Tracking and documenting shipment arrival and departures
- Monitoring product quality and keeping products properly organised
- Delivering orders to agencies to cover the Van Driver during absences
- Maintaining a clean and safe work environment and adhering to Our Village's Health and Safety policy and procedure at all times.

## Key Competencies/Skills

- Willing and capable to do repetitive manual handling tasks for extended periods of time
- Ability to understand order form / delivery note etc. information for pick and packing purposes
- Good verbal communication skills
- Strong team player who can work in a diverse and dynamic environment
- Have a conscientious attitude towards safety in the workplace with the ability to follow policies and procedures.
- Passion for the Vision and purpose of Our Village and commitment to its values.
- Reliable, punctual and trustworthy.

## Experience

- Experience in a similar warehouse role covering manual handling and packing

## Special Requirements

- Working with Children Check
- Current First Aid certificate (or willing to obtain one)
- Valid Victorian Driver's License with a clean record

## Award Level

Road Transport and Distribution Award

Distribution Facility Employee Level Two