

Lifeline Gippsland

Position Description Transport and Logistics Assistant

Position:	Transport and Logistics Assistant
Base Location:	Morwell Warehouse
Hours of work:	0.6 FTE 48 hours per fortnight
Reports to:	Warehouse Coordinator
Term of employment:	Part Time – Permanent
Salary:	\$24.78 - \$25.67 per hour (Transport Worker Grade 1 - 3) depending on experience. Salary packaging available
Superannuation:	11.5%
Applications:	Apply Via Seek including a covering letter and resume
Closing Date:	22/10/2024

Our vision is of an Australia free of suicide.

Our purpose is to support the Gippsland community and other Australians in times of crisis and equip them and their communities to be resilient and suicide safe.

Organisational Context

Lifeline Gippsland Inc. (LLG) is a not-for-profit organisation, governed by a local voluntary board of directors. LLG provides a range of support services to the community including 24-hour crisis support (national service), suicide prevention and mental health awareness programs and training. Volunteers play a vital role throughout the organisation.

Two crisis support phone rooms are located in Drouin and Morwell. The business operations consist of 5 Op Shop retail outlets across Gippsland (Morwell, Churchill, Traralgon, Sale, and Wonthaggi), and a warehouse in Morwell. These business operations provide vital income required to run the 13 11 14 crisis support line and other suicide prevention services.

Lifeline Gippsland Values

Quality & Professionalism

Lifeline Gippsland is committed to building the skill and efficiency of its staff and volunteers and adopting best business practice to maintain commitment, accountability, compliance and accreditation inside a creative and innovative organisational environment.

Respect

Lifeline Gippsland will treat people and organisations fairly and objectively. We will use our influence to create environments free from discrimination, harassment and bullying.

Fairness

Lifeline Gippsland is committed to the principles of social justice, and will strive to offer equitable and inclusive services to support people to live and active and fulfilled lives.

Integrity

Lifeline Gippsland is committed to being open and honest in all its activities, and will consistently strive to earn and sustain public trust in our organisation.

Collaboration

Lifeline Gippsland will engage in inclusively with our staff, volunteers, stakeholders and partners to form alliances in tended to improve the delivery of our key services and outcomes to the community

Sustainability

Lifeline Gippsland will strive to build and maintain diverse income streams to support our financial viability, provide suicide prevention services and achieve important environmental outcomes through our recycling activities.

Organisational Level Outcomes:

All team members are expected to contribute to the success of LLG

At LLG we foster a strong sense of collaborative practice and a positive workplace by:

- Actively preparing for and participating in team meetings
- Participating in training opportunities
- Participating in performance planning processes
- Implementing OHS safe work practices in line with LLG policies and procedures
- Contributing to the development of policies, procedures, risk management and quality improvement processes
- Developing annual work plans based on key performance indicators
- Seeking opportunities to recognise volunteers for their contribution to the organisation

Role Overview

You will report to the Warehouse Coordinator for Lifeline Gippsland (LLG) and undertake duties in a safe and efficient manner in accordance with LLG policies and procedures.

As a member of the Retail Operations Team, you will also work closely with the Retail Operations Manager, LLG Store Coordinators, Volunteers and the community in providing a high level of internal and external customer service.

As a Transport and Logistics Assistant you will undertake and oversee a range of consignment activities and assist the Warehouse Coordinator as required.

Responsibilities & Duties

- Driving/jockeying to scheduled destinations to collect donations and deliver goods including, but not limited to, furniture, clothing, accessories, white goods and electrical
- Loading /unloading of furniture
- Assisting with tip runs as required
- Completing log books, order forms and other consignment data
- Providing exceptional internal and external customer service
- Undertaking forklift duties as required
- Operating the baler and associated duties
- Assist the Warehouse Coordinator as required
- Assisting in the maintenance, cleanliness and safety of the warehouse facility and equipment
- Assisting the team in regular general/housekeeping including the removal of rubbish
- Aiding volunteers to undertake their respective warehouse and retail support roles
- Assisting with maintaining donations, sorting and storing in the warehouse
- Actively participate in warehouse meetings, including nominating volunteers for recognition
- Undertaking all work in accordance with Lifeline Gippsland policies and procedures
- Reporting any risks and hazards identified
- Assist with rag production as required

The organisation may from time to time issue verbal instructions or written descriptions about your job duties and responsibilities, which will serve as a guide for the areas for which you will be responsible. It is expected that your duties will be performed in accordance with the instructions of the organisation.

Extensive travel using company truck is a requirement of this role.

Prerequisites:

Mandatory

- Good communication skills with the public
- Able to undertake physically demanding role
- Willingness to move furniture
- Current full Victorian Drivers Licence
- Current Forklift Licence
- A satisfactory full driver history report

Highly Regarded

- Experience in general transport, logistics and warehousing
- Experience in furniture movement
- Experience driving a 3-tonne truck or similar
- Ability to work in a small team and autonomously
- Solutions based, can-do attitude

Key Selection Criteria:

1. Demonstrated ability to undertake high-risk work (drive a vehicle, fork lift, machinery operation etc.) safely and reliably
2. Ability to undertake regular physical activity reliably, safely and consistently
3. An understanding of the importance of adhering to standard operating procedures, work instructions, policies and procedures
4. Demonstrated ability to work autonomously and as part of a team
5. Experience in providing a high level of internal and external customer service
6. Commitment to completing all work to a high standard

I confirm that I have read the above job description and understand my responsibilities as the Transport and Logistics Assistant:

Print Name: _____

Role: Transport and Logistics Assistant

Signature

Date: _____

Approval of appointment

Print Name: _____

Role: Chief Executive Officer

Signature

Date: _____