

JOB TITLE	Warehouse Storeperson
REPORTS TO	Food Outlet Lead
HOURS OF WORK	25- 30 hrs a week. There may be some requirement for night work between the hours of 6 and 9pm. There is room for some negotiation around the hours and days worked.
RENUMERATION	Level 2 or 3 of the General Retail Award depending on the successful applicants experience and qualifications

JOB DESCRIPTION

About Suncoast Care	At Suncoast Care we are on mission to see that no one on the Sunshine Coast goes hungry. But why stop there. We also want to provide a place of connection and community and pathways for people to break free from poverty. Our aim is that people leave feeling supported, cared for and empowered to make positive changes in their life and the lives of their family, so that they would know their value and worth and have a hope filled future not restricted by their needs of today.
Purpose of role	The purpose of the Warehouse Storeperson role is to oversee the operations of the Suncoast Care warehouse, which is the central location for the storage of all products that arrive at Suncoast Care. This role is then responsible for the appropriate allocation, distribution, and storage of products & resources that arrival at Suncoast Care. Core objectives include:
Main duties and responsibilities	<ul style="list-style-type: none"> • Oversee the operations of the warehouse by ensuring the organisation and efficiency of stock management. This includes but is not limited to: <ul style="list-style-type: none"> ○ Ensuring a safe work environmental by complying with all WHS policies & procedures. ○ Assisting with the collection of products from providers. ○ Oversee the arrival of products to the warehouse and ensure all products are properly documented and processed through the POS system. ○ In coordination with Food Outlet Lead, ensure the appropriate distribution of products in line with current policies & procedures to the priority programs or community groups. • Ensure the appropriate rostering of team members for warehouse operations. • The above list is not exhaustive and the role may change to meet the overall objectives of the company.
Other duties	Fulfil other duties as required by management and other department personnel as requested/required.

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> • Ideally the successful applicant will have a Forklift License & a Heavy Vehicle License.
Experience	<ul style="list-style-type: none"> • Ideally 2 years plus experience in a similar role
Skills & competencies	<ul style="list-style-type: none"> • Non-judgmental – accepting of all people regardless of their faith, secularity, ethnicity, ability, social or health status.

- Understand **Vulnerability** and work to create places where people feel safe and secure.
- Show **Empathy** – take the time to understand another’s point of view, experiences and emotions.
- Work to **Empower** those you work with so that they can make choices that lead to growth and positive life change. This includes understanding power imbalances and actively working to redress these.
- **Customer service focused:** committed to providing exceptional customer service across all channels – written, phone and face to face.
- **Communication:** the ability to communicate clearly and concisely, both verbally and written, varying communication style depending upon the audience.
- **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally.
- **Teamwork and Collaborative**
- **Time management/organisation:** accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.

- Personal attributes**
- **Dedicated** and committed to the work they do – always giving 100%
 - **Generous**
 - **Friendly**
 - Professional approach.
 - Ability to work under pressure.
 - Organisational and time management skills.
 - Excellent attention to detail.
 - Confident manner.
 - Positive approach to change.

- Other**
- Must be able to obtain a “Working with Children” blue card

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

.....
Employee

.....
Date

SIGNED BY MANAGEMENT

.....
Manager

.....
Date