

Volunteer role description

Red Cross Volunteer Merchandise Sorter

Department	Engagement and Support – Retail
Availability	Minimum 4 hours a week Ongoing position
Location	Red Cross Office – East Perth
Category	Contributing to our operational work

Building an inclusive, diverse and active humanitarian movement based on voluntary service

Role purpose

Assisting with sorting and grading donated and new merchandise, to help ensure a consistent supply of quality merchandise to meet stores' needs and requirements. Contribute your skills to help us raise funds to support the everyday work of Red Cross.

Role responsibilities

- Assist with sorting, grading and packing donated merchandise according to set standards and store requirements
- Help assess the quality and suitability of donated merchandise, and address and quality issues with the Warehouse Coordinator
- Maintain confidentiality relating to stores, warehouse, stock, customers, procedures, and security
- Identify hazards, assess risks and report incidents as required in line with the WHS policy
- Understand and apply Red Cross retail policies and procedures

Knowledge, skills and experience

- Ability to work effectively as part of a team
- Excellent interpersonal and communication skills, and a positive, can do attitude
- Appreciation for quality control standards and processes
- Ability to maintain an awareness of current fashion trends and brands
- Ability to work efficiently and being detailed oriented and organised

Check requirements

- A National Criminal History Check prior to commencement and renewed every three years (Red Cross will arrange this)

Learning and development

- Complete Red Cross online learning modules as required
- Complete the Red Cross Shop induction

General conditions

We act always in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct

We are a Child Safe organisation and all volunteers are required to comply with relevant State and Territory legislation requirements

We comply with the Red Cross Workplace Health and Safety management system

We demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way

We may be required to assist the organisation on occasion, in times of national, state or local emergencies or major disasters

In all activities, our volunteers are guided by the Fundamental Principles of the Red Cross and Red Crescent Movement

Humanity

Impartiality

Neutrality

Independence

Voluntary Service

Unity

Universality
