

Volunteer role description

Volunteer Merchandise Sorter

Department	Engagement and Support – Retail – Logistics
Availability	Minimum 4 hours a week Ongoing position
Location	Derrimut Distribution Centre
Category	Contributing to our operational work

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

Role purpose

Assist with sorting and grading new donated and recycled 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, debranding and packing donated and recycled merchandise
- according to set standards and store requirements
- Help assess the quality and suitability of donated merchandise, and address any quality issues with the Quality Control Coordinator
- Assist with the sorting and preparation of purchased merchandise product, according to specific sorting instructions
- Help with replenishing stock levels for bulk reserve
- Maintain confidentiality relating to warehouse, stock, stores, clients, procedures, and security
- Dispose of waste materials by appropriate recycling type (e.g. rag, cardboard or plastic)
- Identify hazards, assess risks and report incidents as required in line with the WHS policy

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 standard and processes
- Retail experience advantageous, but not essential
- 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 five years
(Red Cross will arrange this)

Learning and development

- Complete Red Cross online learning modules as required
- Attend Red Cross Volunteer Induction, Program Training and ongoing training as required

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
