



POSITION DESCRIPTION

POSITION TITLE	Container Collection Warehouse Assistant
DIVISION	Operations
DEPARTMENT	Social Enterprises
REPORTS TO	Logistics Operations Manager

ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence (BSL) is for an Australia free of poverty. We pursue lasting change for a fairer and more compassionate Australia.

Our organisation employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, business and other organisations to address poverty across the nation.

Our work is varied. We deliver services to build capability and confidence across the life course, from the early years, youth and employment, to services for people with disability and for older people in Australia. Our Op Shops and social enterprises are well known. So too are our programs that support digital literacy, energy efficiency and financial wellbeing. We research the causes and effects of poverty and connect policy, practice and research to advocate national, state and local policy solutions for people experiencing disadvantage.

The Brotherhood of St Laurence values diversity and inclusion with regards to its staff and the communities we serve. Our staff and volunteers come from diverse backgrounds, and we aim to create an inclusive working environment. BSL is committed to child, young people and vulnerable adult safety. We want all vulnerable people to be supported, respected, safe, happy and empowered. We are committed to the safety, participation, and empowerment of all our program participants.

DEPARTMENT PURPOSE

BSL Social Enterprises support the development of programs and services that will help to eliminate poverty in Australia. It does this by generating independent funding, and by serving as a supporting business-focussed resource delivering social and community benefits. Our focus is on reusing and recycling. We currently sell used goods through our 23 op shops and online book sales. We are building a new business, an automated collection warehouse where recyclable drink containers are counted, sorted and stored using specialist equipment.

POSITION PURPOSE

The Container Collection Warehouse Assistant is responsible for supporting the operations of an automated container collection site in a professional and efficient manner, and for ensuring a high quality, safe and efficient service for customers.

KEY RESPONSIBILITIES

- Support site operations across the site including collections, sorting and storage, managing machinery and customer service
- Provide the highest level of service to all customers and donors
- Support a high-level safety culture by ensuring all tasks and activities are undertaken in a compliant and safe manner
- Safely operate machinery to assist in the smooth operation and collection and sorting of containers
- Assist in the sourcing of eligible containers to ensure supply of eligible containers meets or exceeds targets, including collections in the community
- Work collaboratively across Social Enterprises to achieve common goals
- Demonstrate a commitment to BSL's quality framework and culture by participating in and promoting quality actions through continual improvement activities
- Model BSL's values and adhere to the Code of Conduct in everyday work practices
- Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with BSL policies and procedures.
- Require direct/indirect contact with children and/or vulnerable individuals
- Complete other duties as required

SCOPE OF RESPONSIBILITY

Direct/indirect Reports None

KEY SELECTION CRITERIA

Career Experience:

- Demonstrated experience in logistics, recycling, customer service, retail or similar
- Experience working with machinery or ability to learn quickly
- High level of customer service skills and a passion for working with people
- Well-developed communication and interpersonal skills with the ability to liaise and work with volunteers, staff and customers from diverse backgrounds
- Ability to follow instructions and adhere to company policies and processes
- Effective communication skills
- Ability to make positive changes or recommendations in the workplace
- Familiar with workplace health and safety standards
- Computer literacy

Personal Qualities:

- Self-motivated and flexible, with positive attitude

- Physical ability to stand for long periods, and perform manual handling tasks within a warehouse environment
- A commitment to maintaining and supporting child safety, equity, inclusion and cultural safety.
- Understanding of and empathy with the values and ideals of the Brotherhood of St Laurence

MANDATORY EMPLOYMENT CRITERIA

- Specific work requirements include weekend work and work-based travel
- Proof of eligibility to work in Australia is required
- A satisfactory Police Check is required - BSL will support successful candidates in this process.
- A Working with Children Check is required - BSL will support successful candidates in this process.

The description of the position is a guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description may occur and may be amended from time to time.