Volunteer Merchandise Sorter

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| **Department** | Engagement and Support – Retail - Logistics |
| **Availability** | Ongoing role - minimum 4 hours a week |
| **Location** | Derrimut Warehouse 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
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| **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
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| **Check requirements*** A National Criminal History Check prior to commencement and renewed every five years (Red Cross will arrange this)
* Evidence of up to date\* vaccination against COVID-19 is a mandatory requirement for this role. \*As per latest definitions by the Australian Technical Advisory Group on Immunisation (ATAGI), *or who have a medical exemption based on ATAGI guidelines*
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| **Learning and development*** Complete Red Cross online learning modules as required
* Attend Red Cross Volunteer Induction, Program Training and ongoing training as required
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| **General conditions**We act always in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of ConductWe are a Child Safe organisation and all volunteers are required to comply with relevant State and Territory legislation requirementsWe comply with the Red Cross Workplace Health and Safety management systemWe demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful wayWe 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** |