



the  
power of  
humanity



# Volunteer role description

## Volunteer Warehouse Driver

<b>Department</b>	<b>Engagement and Support – Retail - Logistics</b>
<b>Availability</b>	<b>Minimum 6 hours a week   Ongoing position</b>
<b>Location</b>	<b>Retail Warehouse – Derrimut Distribution Centre</b>
<b>Category</b>	Contributing to our operational work

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

#### Role purpose

Assisting with the delivery and collection of stocks and donations accurately and efficiently to meet stores' needs and requirements and help to ensure that donations collected from businesses are conducted promptly and professionally. Contribute your skills to help us raise funds to support the everyday work of Red Cross.

#### Role responsibilities

- Loading and unloading of stock at our warehouse, retail stores and other businesses, whilst ensuring lifting within the WH&S guidelines and driving in line with the Motor Vehicle policy
- Assist with picking, packing, receiving and dispatching accurately and efficiently
- Assist with occasional general storeroom duties, including grading of stock and stocktake
- Conducting all deliveries and collections in a professional manner at all times.
- Help record and maintain required statistics (e.g. mileage)
- Identify hazards, assess risks and report incidents as required in line with the WHS policy
- Maintain confidentiality relating to stores, warehouse, stock, customers, procedures and security

#### Knowledge, skills and experience

- Excellent interpersonal and communication skills with a positive, can do attitude
- Ability to work effectively as part of a team
- Being reliable and punctual
- Ability to drive a manual 1.5 tonne van

#### Check requirements

- A National Criminal History Check prior to commencement and renewed every five years (Red Cross will arrange this)
- Current (manual) driver licence

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### Learning and development

- Complete Red Cross online learning modules as required
  - Complete Red Cross Warehouse Induction
  - Understand and read through the driver information handbook
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### 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**

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