

Volunteer role description



Red Cross acknowledges
the Traditional Owners
of this land, their ancestors
and Elders, past and present.

the
power of
humanity



Volunteer Warehouse & Logistics Support Officer

Department	VIC Emergency Services
Availability	1 day per week, 5 hours
Location	North Melbourne
Category	Contributing to our operational work

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

Role purpose

Help support the Operations team to manage the day to day workings of the Emergency Services warehouse (The Cage), and assist with managing the team's fleet vehicles.

Role responsibilities

Administration of Emergency Services Warehouse

- Be responsible for the coordination of the warehouse, including the receiving and picking up of goods
- Maintain the warehouse to be safe for those on-site
- Provide support to staff needing goods from the warehouse
- Ensure warehouse stock is stored and labelled appropriately
- Ensure warehouse is clean and tidy at all times, and undertake bi-annual major clean-up
- Coordinate the regular maintenance of warehouse equipment

Regular maintenance of North Melbourne based fleet vehicles as required

- Coordinate the regular servicing/repairs of fleet vehicles in a timely manner
- Arrange and coordinate internal/external cleaning of fleet vehicles as required
- Check tyres and condition of other such items on fleet vehicles in between professional servicing
- Run the monthly regular check on all Emergency Services fleet vehicles

Knowledge, skills and experience

- Proficiency using Microsoft Office
- Demonstrated experience in warehousing and distribution
- Experience in fire management and emergency evacuation procedures

Check requirements

- A National Criminal History Check prior to commencement and renewed every five years (Red Cross will arrange this)
- A Victorian Working with Children's Check

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- Current driver's licence
 - Victorian forklift licence (preferred)
 - First aid qualification
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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 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
