

Store Person Metro

Position Description

Directorate	Vinnies Services
Reports to:	Manager, Operations Metro
Direct reports:	Nil
Location:	Australian Disability Enterprise, Stanmore
Primary position objective:	Coordinate supply lines between the production floor and warehouse, ensuring efficiency of production through effective and efficient stock management, streamlined processes, production line logistics and accuracy in documentation.

The St Vincent de Paul Society is an Equal Employment Opportunity Employer

Directorate overview

This position is in the Vinnies Services directorate. The Vinnies Services directorate provides a range of evidence-based services and programs that support men, women and children experiencing poverty or disadvantage to rebuild their lives. The teams within the directorate and their functions are:

Homelessness and Housing: this team is responsible for state-wide management of excellent homelessness and housing services.

Disability and Inclusion: this team is responsible for state-wide management of excellent disability and inclusion services.

Health: this team is responsible for state-wide management of excellent health services.

Clinical Governance: this role is responsible for driving accountability for state-wide provision of high quality and safe services to the people we serve.

Program and Service Quality: this team is responsible for developing and implementing a Society-wide Quality Framework to support a culture of continuous improvement; and supporting quality review and audit processes.

Service Innovation and Business Development: this team is responsible for service innovation and business development.

Accountabilities and responsibilities

The Store Person Metro will:

- Contribute to the successful implementation of the Strategic Plan within their team.
- Coordinate stock and warehouse logistics.
- Ensure a clean and safe working environment with clear passageways, appropriate stock rotation and the correct removal and or storage of rubbish.
- Ensure accuracy of documentation and inventory management.
- Operate machinery in accordance with safe operating procedures reporting any machinery malfunctions or maintenance requirements in a timely manner.
- Effectively work with people with disability to build their capacity in the workplace including providing or supporting training coaching and mentoring opportunities.
- Effective, timely and accurate distribution of goods in and out of our warehouse, including loading of trucks
- Assist with receiving duties such as unpacking of orders, checking off goods and transacting into system, labelling and storage of orders.
- Ensure that the Society effectively safeguards children by completing relevant pre-engagement checks (National Criminal History check, NDIS Worker Screening and where required Working With Children Check); act in accordance with the organisation's Code of Conduct and Member and Volunteer Charter; and comply with the organisation's Workplace Health and Safety program.
- Ensure a safe working environment for members, staff and volunteers by implementing the Society's workplace health and safety practices.
- Ensure that effective risk management protocols and procedures are in place to ensure compliance with legal, employment and governance requirements.

Critical Key Performance Indicators (KPIs)

- Efficient operation of warehouse logistics including production flow of the supply chain.
- Implementation of the inventory monitoring system ensuring accuracy and currency.
- Equipment is maintained in safe and working order.

Key working relationships

In addition to the Manager Operations Metro, and their direct reports, the Store Person Metro will foster close working relationships with:

- Supported Employees
- Training and Development Coordinator (Vinnies Services)
- Volunteers (Membership, Volunteers and Regional Operations);

Essential criteria

Critical capabilities

There are nine capabilities expected of all employees across the Society:

- **'People we serve' centric:** (Level 2) Enable the delivery of high-quality services that provide a hand up for the people we serve.

- **Values based leadership:** (Level 1) Develop an understanding and respect for and be aligned to the Society's mission, vision, values and lay Catholic heritage.
- **Impact focus:** (Level 1) Contribute to the delivery of positive impact through informed decision making and efficient and effective use of resources.
- **Collaboration:** (Level 1) Work collaboratively with others to solve challenges, foster the Society's mission and implement the Strategic Plan.
- **Change leadership:** (Level 1) Support the implementation of change.
- **Team performance:** (Level 1) Develop own performance and contribute to team performance.
- **Digital engagement:** (Level 1) Effectively participate in virtual, dispersed teams using digital tools.
- **Innovation and improvement:** (Level 1) Contribute to generating new ideas that will improve services and ways of working.
- **Financial acumen:** (Level 1) Use the Society's resources responsibly.

Role-specific criteria

- Demonstrated experience in a similar role
- Demonstrated experience managing stock, stock rotation and documentation requirements (inventory control and management)
- Demonstrated organisational skills and solid time management skills
- License to operate a Forklift
- Sound communication skills
- Demonstrated computer literacy skills
- NDIS New Worker Screening and the Certificate of completion for The NDIS Worker Orientation Module – Quality, Safety & You or willingness to obtain Certificate of completion.

Desirable criteria

- Certificate III in Warehousing Operations or equivalent
- Experience working with people with a disability
- Experience working in a membership-based organisation to support and empower members and volunteers.