



## **Warehouse Sorter**

### **Position Description**

Email: [vinnies@vinnies.org.au](mailto:vinnies@vinnies.org.au)  
Website: [www.vinnies.org.au](http://www.vinnies.org.au)  
Donation Hotline: 13 18 12

<b>Position Title</b>	Warehouse Sorter
<b>Responsible Council</b>	Wollongong Diocesan Central Council
<b>Reports To</b>	Retail & Enterprise Operations Manager
<b>Base Location</b>	North Wollongong Warehouse

### **St Vincent de Paul Society**

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded by a 20 year old man named Frederic Ozanam in 1833, who with a group of friends, wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 1,400 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society NSW is a leading provider of community support services and has close to 100 Special Works across the State in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

### **Wollongong Diocesan Central Council**

The Wollongong Diocesan Central Council covers the area from Glenfield in the north to Ulladulla in the south and west to the Southern Highlands. There are a number of low socio-economic areas including broad acre housing estates in Campbelltown and areas of need in the Illawarra and Shoalhaven

The Wollongong Diocesan Central Council operates a number of special works including Mental Health, Community Development and Accommodation Services.

The Wollongong Diocese currently has 23 Centres. Vinnies Centres provide furniture, clothing and household goods to families and people in need and are being assisted by conference members. Centres are also a valuable resource for people on low incomes, enabling them to buy quality clothing, furniture and other household items at an affordable price.

## **Duties and Responsibilities**

- Sorting donations received into the various product categories for retail sales and recycling
- Culling broken, damaged, incomplete or soiled goods
- Preparing sorted goods for display and sale in the shops
- Ensuring donations sorting area is performed within a safe working environment
- Support the procedures for the sorting, storage and transportation of stock between stores, recycling and distribution facilities
- Maintain housekeeping standards in the warehouse and sorting areas to comply with the Society's WHS Policy
- Carry out all duties in accordance with WHS requirements
- Attend relevant training courses and programs relating to the warehouse function
- Other appropriate duties as required by warehouse manager

## **Essential Criteria**

- Able to apply good judgement when quickly sorting donated goods
- Capacity to perform repetitive sorting tasks
- Good communication and collaborative skills
- Ability to work with diversity in employees & volunteers
- Able to identify clothing brands
- Able to price clothing in line with the Vinnies Pricing Policy
- Physically able in lifting and carrying items in a safe and WHS compliant manner
- Willingness to adhere to the ethos and mission of the Society

## **Desirable Criteria**

- Understanding of the Not for Profit sector
- Experience with volunteer management
- First Aid Certificate

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