



Warehouse Supervisor Distribution Centre

Position Description

Position Title	Warehouse Supervisor
Responsible Council	Parramatta Central Council
Reports To	Operations Manager
Base Location	Kingswood Distribution Centre
Primary position objective:	To support the retail operations of Parramatta Vinnies

By supervising the activities of the DC and to ensure staff have the correct equipment to complete their various activities. Also creating a safe & harmonious workplace, complying with Society policy & procedure, as well as enforcing all legal responsibilities.

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 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 approximately 250 Retail Centres across NSW.

Overview

The Parramatta Central Council (PCC) has shops across the Western Sydney including the Blue Mountains. The Vinnies shop sells goods to raise funds essential to the charitable works it does. They are also community centres providing assistance to those in need and a place where volunteers can make a difference.

Duties and Responsibilities

Major Responsibilities

- Sorting
 - Ensuring the maximisation of every donated item
- Transport
 - Effectively and efficiently move items, servicing stakeholders in a timely manner
- Call Centre
 - Clear and welcoming communication, which attracts donations of quality and useful items.
- Conference
 - Manage resources to service our welfare clients without significant impact on our retail operations.

Operations

- Plan work flow with the Distribution Centre staff on a daily basis or at other times as appropriate
- Effectively allocate resources to provide timely service to all stakeholders
- Have systems to effectively manage equipment, repairs & maintenance, advising senior management when further capital investment will be required
- Keep appropriate records for planning, efficiencies & legislative compliance
- Dispose of rubbish and recycling as required, economically
- Maintain adequate stock levels of warehouse consumables
- Control costs working within the budget
- Other duties as directed by the Operations Manager

People

- Work in a team to maintain an efficient work flow of goods, utilising a cover system
- Being flexible to changes in work practices
- Train & supervise workers in the operation of all Distribution Centre equipment & procedures
- Motivate a team of workers and hold them to account for under performance or non-compliance
- Being the “Champion” of new initiatives
- Attend training courses as directed

Risk Management

- Maintain housekeeping standards to comply with WH&S Act and Society policy
- Being diligent & proactive towards safety maintaining records & checking
 - only qualified personnel are carrying out activities
 - all equipment (trucks, forklifts, balers, etc.) has regular maintenance & is registered if required
- Ensuring safety processes & procedures are being followed by everybody on site

Essential Criteria

- Understanding of good warehouse practices for storage & despatch of goods to retail stores and recycling
- WH&S Legislation applying to the supply chain
- An understanding of the philosophy of the St Vincent de Paul Society
- Cooperative leadership style
- Familiar with Word, Excel and Outlook
- Demonstrated supervisory skills

Desired Skills

- LF licence
- HR licence or above

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