



Warehouse/Recycling Supervisor

Position Description

Position Title	Warehouse/Recycling Supervisor
Responsible Council	Wollongong Central Council
Reports To	Retail/Enterprise Manager
Base Location	South Nowra
Primary position objective	This position is responsible for receiving deposits of recyclable drink containers from customers and partner sites and operating equipment designed to count and sort these containers destined for bulk recycling. In addition, this role will supervise the Bulk Recycling processes and lead a group of up to 10 volunteers per day.

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 our 250 Retail Centres across NSW.

Department Overview

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 25 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.

South Nowra Recycling Warehouse

This warehouse has been modified for receiving bulk deposits of recyclable drink containers to be counted and sorted onsite using specialised equipment. In addition it conducts all Bulk Recycling processes for the Southern Region of the Diocese. The warehouse serves the Shoalhaven region and forms part of NSW Container Deposit Scheme.

Major Responsibilities

- Support and implement directions from Retail/Enterprise Manager with collection and sorting of recyclable drink containers at our Unanderra Warehouse
- Support the procedures for collection, storage and transportation of recyclable drink containers collected from partner sites
- Maintain housekeeping standards in the warehouse which comply with Society's policies and procedures
- Operate equipment used for bulk sorting of recyclable drink containers in accordance with strict instructions
- Interact in a friendly and courteous manner with customers who are delivering recyclable drink containers for automated counting, sorting and refund
- Use technology such as iPad or computer for customer refund banking transactions
- Oversee the operation of Baling and pre-sorting of donations prior to shipping excess
- Ensure Bales are loaded into container and that all shipping requirements are met
- Ability to drive Society trucks during periods of need
- Attend relevant training courses and programs relating to collection and sorting functions
- Carry out all duties in accordance with strict work, health and safety requirements
- Perform all duties in accordance with the ethos and mission of the Society

Essential Criteria

- Ability to meet production requirements of a busy collection and sorting centre
- Good communication and interpersonal skills
- Ability to work collaboratively within a team environment as well as individually
- Physically capable of lifting and carrying items in a safe and WHS compliant manner
- Proven customer service and organisational skills
- Ability to work to a timed and tightly controlled process environment
- Strong attention to detail and be self motivated
- Current Forklift Licence
- Current MR Licence

Desirable Skills

- Demonstrated understanding of the Not for Profit sector
- Maintenance of mechanical equipment

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