



Position Description

Position Details

Title:	Warehouse Coordinator
Organisation:	Albury Wodonga Regional FoodShare (AWRFS)
Reports to:	AWRFS CEO
Direct Reports:	Nil
Employment Conditions:	Individual Employment Agreement consistent with National Employment In accordance with the Social, Community, Home Care and Disability Services Industry Award 2010 as well as AWRFS policies and procedures (and as varied from time to time)
Performance Review:	Upon completion of probationary period (3 months) and annually or as requested
Location:	AWRFS Warehouse Unit 1/10 Stead Street, Wodonga or elsewhere as reasonably directed by the employer and in consultation with you

Position Purpose

To coordinate the logistics of the AWRFS warehouse to ensure quality nutritious food is available and distributed to partners across the region to reach those in the community experiencing financial hardship.

About AWRFS

Our vision: To provide an efficient, sustainable and collaborative approach to addressing food insecurity among people experiencing hardship in our region.

Our mission: We work together to maximise the volume and nutritional quality of food for people in need and create pathways out of poverty through training. Education, employment and volunteer opportunities.

Our values	
Social Justice	We believe all people have the right to adequate amounts of nutritious culturally appropriate food without the need for emergency relief.
Empowerment	We build on people's strengths and enable them to speak and act for themselves and create their own way outs of poverty.
Efficiency	We work efficiently, making the most of our time, money, food, and resources and reduce waste with creative solutions.
Sustainability	We minimise the carbon footprint of food production, transport, manufacturing, storage and distribution.
Collaboration	We seek and achieve successful strategic partnership to maximize our common goals.
Innovation	We think and work strategically to innovatively solve problems and strive to address our purpose.
Health	Highly nutritious food is a must for everyone - we seek it, we provide it and education about it.
Diversity	We leverage the strengths offered by diversity and see this as an opportunity for success.
Integrity	We are honest, open and responsible in all our interactions.

Key Responsibilities

- Coordinate the daily operations within the warehouse, including the effectiveness of order deliveries and collections as well as quality control of stock management.
- Create van delivery schedules and review as required.
- Coordinate and roster van and truck delivery drivers to ensure all pickups and deliveries are on time and in line with the delivery schedules.
- Ensure health and safety standards are practiced in relation to warehouse operations, including equipment maintenance, food safe practices and access for staff, volunteers and visitors.
- Inspect, maintain and clean when necessary the FoodShare warehouse and equipment.
- Work in partnership and communicate effectively with the FoodShare General Manager, staff, volunteers, suppliers and agencies to ensure quality nutritious food is available and distributed to partners across the region.
- Maintain organised and efficient records as well as utilise appropriate technology including Microsoft Office and database software.
- Attend and participate in necessary meetings and maintain up to date awareness of FoodShare activities.
- Support FoodShare programs and projects in line with the strategic and operational plan.

Quality, Safety, Risk and Improvement

- Maintain a safe working environment for self, colleagues and members of the public.
- Comply with all relevant standards, regulations and legislative requirements.
- Contribute to the delivery of the AWRFS strategy as required.
- Expand the AWRFS network through the development of new and beneficial relationships.

Selection Criteria

- High level experience in coordinating warehouse logistics including stock management.
- Background in using warehouse machinery and ensuring health and safety standards are met in relation to warehouse operations.
- Demonstrated experience in liaising with a network of stakeholders.
- Excellent written and oral communication skills and exceptional warehouse operational knowledge.
- Proficiency in commonly used software such as MS Word and Excel as well as database management applications.
- Good working knowledge of charitable organisations and working with volunteers.
- Certificate in Warehouse Operations or relevant work experience.

Additional Requirements

- Drivers license
- Forklift license (or willingness to undertake training)
- National Police Records Check
- NSW and VIC Working with Children Check
- Desirable – Light/Medium Rigid Drivers License

Inherent Requirements

AWRFS has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the position (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others.

The position may require the following tasks among other things:

Clerical/ Administration Role
<ul style="list-style-type: none">• Manual handling (pushing, pulling, lifting, holding, carrying)• Sitting, standing, bending, reaching• Computer work, data entry• Operating equipment• Use of personal protective equipment• General waste handling• Driving motor vehicles• Dealing with anxious or upset consumers or members of the public• Work at other locations may be required

Reviewed by:	Katrina Pawley (CEO)
Date Issued:	October 2022
For Review:	Annually

I acknowledge:

- That I have read and fully understand the Position Description and inherent requirements of the position
- I agree that I have the physical ability to fulfil the inherent requirements of the position and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- Albury Wodonga Regional FoodShare may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected staff member(s).
- I understand that this is separate to the offer of employment that I will sign, outlining the terms and conditions of my employment.

Accepted by:

Employee Signature

Date

Print Name