

POSITION DESCRIPTION

Position Title:	Warehouse Assistant	Contract/ Permanent:	Permanent
Reports To:	Production Manager	Position Location:	Various
Direct Reports:	Nil	Department:	Operations
Date Approved:	July 2024		

1. ORGANISATIONAL ENVIRONMENT

SecondBite is committed to making a positive difference by sourcing quality, fresh nutritious food that would otherwise go to waste and re-distributing it in a safe and timely manner to agencies supporting people in need.

FareShare operates Australia’s largest non-profit kitchens in Melbourne and Brisbane, where chefs transform rescued and donated food, as well as produce grown on their own farms, into millions of delicious, nutritious meals for people in need.

We are an equal opportunity employer and embrace diversity in the workplace.

SecondBite | FareShare has a Zero tolerance in relation to Alcohol and Other Drug use.

2. POSITION PURPOSE

The Warehouse Assistant is responsible for timely completion of day-to-day warehouse activities in the delivery of SecondBite|FareShare’s food program.

3. KEY RESPONSIBILITIES

3.1. Risk and Safety Activities (35%)

- Model a safety-first behaviour within our communities
- Maintain a clean, hazard free workspace at all times
- Only operate plant and equipment once trained and signed off
- Only operate vehicles/equipment with the applicable licence
- Demonstrate commitment to safety by performing duties in accordance with relevant legislation and SecondBite | FareShare policies, procedures and practices
- Report all hazards immediately
- Report all incident to your line manager
- Attend and actively participate in Toolbox talks
- Bring to the attention of the Line Manager any activity that has the potential to damage the reputation of SecondBite | FareShare or its partners, and/or lead to legal issues
- Adhere to organisational HACCP protocol and record keeping

3.2. Operational Activities (60%)

- Ensure daily forklift pre-start checks are conducted and filled out correctly
- Receive and unload donations and deliveries, ensuring vehicle and forklift capacities are not exceeded

- Proactively manage food volumes and stock flows to minimise waste
- Sort, store and pack donations
- Pick stock and makeup of orders for warehouse collections and deliveries
- Provide a high level of service when liaising with Agencies and food donors
- Communicate to relevant parties any specific agency requests or concerns
- Maintain warehouse in a presentable manner and in keeping with food safety handling standards
- Adhere to all SecondBite|FareShare policies, procedures and organisational standards
- Record statistics for warehouse donations and collections
- Support fellow team members to complete daily tasks
- Some driving (in accordance with the responsibilities outlined in the Driver and Warehouse Assistant Position Description) as required

3.3. Other Duties (5%)

- Maintain and contribute to a healthy work culture
- Attend regular team meetings as scheduled and actively encourage and promote effective communication and strong working relationships within the team/ organisation
- Participate in and complete all training activities/ courses in a timely manner and apply learnings
- Undertake other duties within the employee's skills and experience as directed by their manager/ supervisor

4. POSITION COMPETENCIES

4.1. Qualifications, Skill and Experience

- A current High-Risk License LF (Forklift) or willingness to obtain
- Completion of a Food Safety Induction course
- Previous experience in a warehouse role in a high volume/turnover environment
- A current unrestricted Driver's License
- Knowledge of food handling

4.2. Personal Attributes

- Ability to perform manual handling tasks
- Ability to work independently and as part of a team
- Ability to build strong internal relationships
- Ability to achieve results in a timely manner
- Good communication skills
- High levels of integrity
- Ability to solve problems and make decisions
- Willingness to learn and upskill to meet the changing needs of SecondBite | FareShare