# OzHarvest | Job Description

<table>
<thead>
<tr>
<th>Your Position Title:</th>
<th>Warehouse Supervisor</th>
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<tbody>
<tr>
<td>You’ll Report to:</td>
<td>Hamper Project Lead</td>
</tr>
<tr>
<td>Classification:</td>
<td>Full-time closed period</td>
</tr>
<tr>
<td>Headcount or Hrs/wk :</td>
<td>38 hours per week</td>
</tr>
<tr>
<td>Date:</td>
<td>November 2021</td>
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## Your Key Relationships

**Internal:** Hamper Hub project team, drivers, Volunteer Coordinator, State Manager, Operations Lead  
**External:** OzHarvest volunteers, charity agencies, corporate groups.

## What we’re about

Our purpose is to Nourish our Country. Through food rescue, education, community engagement and innovation.  
As an organisation we are connected by four key values:

**Connected by a cause:** We are a magnet for magnificent people, connected by a common purpose. This mission of ours is contagious. It will take all of us, every day, every way. Our cause comes to life with every single one of us.

**Nourish & Grow:** We’re creating a culture of giving. When we grow ourselves, we grow each other and nourish others. When we nourish others, we ourselves grow. Not just in times of vulnerability, but as we thrive.

**Boldly Courageous:** We speak and act boldly for the change that needs to happen. We embrace every challenge with optimism, dignity and respect.

**With Gratitude:** We are grateful. Always. To each other. To the people we serve. To the people who give so generously. For the work we do, and the work to be done.

## About the role

OzHarvest supplies emergency food relief hampers to charity agencies, local government, and to the general public via our Hamper Hubs. These hampers are packed by a large cohort of OzHarvest volunteers, external helpers and OzHarvest staff at our HQ in Alexandria. The Warehouse Supervisor is responsible for ensuring the warehouse is prepared for these packing shifts and is responsible for keeping the warehouse safe and operating efficiently. They report to the Hamper Project Lead and are responsible for implementing any processes required to improve operations.

## Your Key Responsibilities

**Your primary responsibility is to manage the operations of the warehouse, which includes:**

- Setting up the warehouse for packing shifts, based on production targets and volunteer numbers
- Supporting the Hamper Hosts to achieve their production targets
- Receiving and recording deliveries
- Preparing trucks for delivery runs
- Stock management and stocktake duties
- Ensuring operations are clean, hygienic, and protecting food safety
- Liaising with the logistics day controller on driver rosters and run requirements
- Coordinating stock flow with the Procurement Lead
- Ensuring all operations abide by WHS procedures and COVID safe practices
- Coordinating and leading contractors to perform warehouse duties
- Regularly liaising with the Hamper Project Lead and broader team
- Supporting a positive team culture environment that makes it a fun, safe and engaging space for everyone
Personal Specifications

Qualifications
- Current driver’s licence
- Forklift licence
- Current and Valid Police Check

Skills, Knowledge & Experience
- Thorough understanding of the OzHarvest cause and values
- Safe manual handling knowledge
- Thorough understanding of WHS practices in a warehousing environment
- Excellent problem solving and planning skills, balanced with ability to react quickly to events and to prioritise in a fast-moving environment.
- Ability to lead a diverse team in a safe, efficient and engaging manner
- Through understanding of warehousing practices
- Well-developed time management and organisational skills
- Intermediate computer skills

Personal Abilities and Aptitudes
- Energetic, positive and proactive
- Ability to manage multiple tasks
- Strong communications skills and the ability to build and nurture relationships
- Strong customer service approach
- Ability to work effectively under pressure
- Flexible and highly responsive to changing priorities and circumstances
- Willingness to jump in, help out and learn on the job

Employee Acknowledgement
I acknowledge that I have read and understand the above Job Description and agree to carry out all duties as described to the performance standards required, adhering to the policies listed below.

Employees Name: ____________________________________________

Signature: ______________________________________ Date: _______________