



Nourishing Our Country

OZHARVEST | JOB DESCRIPTION

Your Position title:	NSW Fleet & Warehouse Support Coordinator (including WHS)
You'll report to:	NSW Support and Business Development Lead
Classification	Full time
Headcount or hours/wk:	38 hours
Date:	January 2023

Your key relationships

Reporting into the NSW Business Development & Support Lead, the NSW Fleet & Warehouse Support Coordinator is part of the collaborative OzHarvest team which includes the Warehouse and WHS manager, Food Rescue Coordinators, OzHarvest Drivers, NSW Operations Lead, State Manager, Head office staff and volunteers. You'll also work with external stakeholders including Fleet & WHS Service Providers, Food Donors, Recipient Agencies, Corporate Guests and Clients.

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

As the NSW Fleet & Warehouse Support Coordinator, your primary focus will be on making strategic decisions to ensure the ongoing safety and reliability of the NSW Fleet. You will work collaboratively in a job share capacity with the Warehouse and WHS Manager, providing support in the afternoons and when they are on leave. Whilst wearing the Warehouse Support Coordinator hat, your responsibility will be to ensure the safe and smooth movements of inventory, people, and vehicles in the NSW/HQ warehouse space. You will be responsible for maintaining detailed records of vehicle servicing and inspection and scheduling regular vehicle maintenance to ensure operational efficiency, among other



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duties. You will work collaboratively and proactively with the FRC's with their daily Fleet Management needs. A typical day might see you managing broken down vehicles, hands-on in the warehouse moving pallets, then jumping off the forklift to greet a VIP visitor, only to be interrupted by an OzH driver requesting an empty pallet, as a courier waits to drop off a parcel. In other words, no day will be the same and you enjoy learning, and continually revise systems that will improve the efficiency in our HQ and NSW operations.

Your Key Responsibilities

Be a positive and effective team member and bring the OzHarvest values to life:

- Demonstrate each value in every one of your actions and decisions
- Contribute to the successes of your team by supporting your team mates to be the best they can be
- Communicate honestly and openly at all times

Fleet Manager:

- Manage fleet dashboards for NSW and ensure the upkeep of the fleet by maintaining detailed records of vehicle servicing and inspection.
- Liaise with NSW Logistics to identify local service providers that will guarantee effective, cost-efficient servicing and maintenance of the vehicles.
- Identify and develop strategies for minimisation of servicing and maintenance costs in NSW
- Liaise with the National Logistics Manager on the development and implementation of vehicle retirement/replacement strategies, including negotiating purchases, deciding whether to rent, lease or buy vehicles.
- Ensuring strict servicing and maintenance times to minimize downtime and maintain schedules in collaboration with the FRC's
- Provide excellent service to all OzHarvest stakeholders
- Develop and manage an effective and efficient state-wide maintenance management program for the fleet

Warehouse Support coordinator:

- Oversee all day-to-day activities in HQ warehouse and cool rooms.
- Ensure warehouse and cool rooms are kept clean, safe, and meets all WHS standards.
- Support all local teams (National and State) in stock movement, event space prep, Inventory mgt, purchase of key supplies (cleaning agents, pallets, storage), container washing
- Minor repairs and maintenance
- Main forklift operator and Forklift trainer
- Onsite Waste Management & Pest Control
- Onsite traffic mgt

Workplace Health & Safety:

Support the WHS National Manager to:

- Ensure WHS compliance



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- Promote, and enforce policies and procedures aiming to reduce incidents that may cause injuries to staff, or damage to vehicles in NSW
- Monitor and update risk assessments and any other documentation required under WHS regulations in NSW
- Support reporting processes for all incidents and injuries in the workplace
- Upkeep all fire and other safety equipment in NSW

Personal Specifications

Qualifications

- Current Driver's licence
- Current Forklift licence
- Current Police Check
- Current First aid certificate
- Cert2 in warehouse or logistics (desired)

Skills, Knowledge & Experience

- Min 2 years experience in a similar warehouse or logistics role.
- Experience in managing internal and external relationships with stakeholders.
- Excellent problem solving and planning skills, balanced with ability to react quickly to events and to prioritise in a fast-moving environment.
- Understanding and ability to learn WHS legislation
- Attention to detail and excellent record keeping skills
- Well-developed time management and organisational skills

Personal Abilities and Aptitudes

- A strong commitment and enthusiasm toward the purpose and values of OzHarvest
- Energetic, positive, and proactive
- Stakeholder expectation management
- Strong communications skills and the ability to build and nurture relationships.
- Strong customer service approach
- Ability to work effectively under pressure

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.

Employee Name: _____

Signature: _____ **Date:** _____