



Nourishing Our Country

OZHARVEST | JOB DESCRIPTION

Your Position title:	Warehouse & WHS Coordinator
You'll report to:	NSW Metro Operations Lead
Classification	Full time
Headcount or hours/wk:	38 hours per week
Date:	December 2023

Your key relationships

The Warehouse & WHS Coordinator is part of the collaborative OzHarvest team, which includes the NSW State Manager, NSW Metro Operations Lead, OzHarvest Drivers, NSW Regional Operations Lead, Food Rescue Coordinators, NSW Fleet & Warehouse Support Coordinator, WHS Lead, as well as Head office staff and volunteers. You'll also work with external stakeholders including WHS Service Providers and Contractors, Fleet 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

The Warehouse & WHS Coordinator is responsible for ensuring the safe and smooth movements of inventory, people, and vehicles in the NSW/Head Office warehouse space. This role operates in a fast and dynamic space that requires wearing a few different hats throughout the day and are often the first person a visitor meets when they arrive at HQ. A typical day may include performing hands-on tasks within the warehouse such as moving pallets, supporting Drivers, receiving deliveries, as well as coordinating service providers and contractors. The Warehouse & WHS Coordinator is the key on site



Nourishing Our Country

contact. Working closely with the WHS Lead, the Warehouse & WHS is responsible for reviewing current safety practices, identify potential risks and hazards and identifying opportunities to continuously improve our safety system and culture. This role also supports the NSW Fleet & Warehouse Support Coordinator when they are unavailable as required.

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

Warehouse:

- Oversee all day to day activities in the 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 and pest control
- Onsite traffic management

WHS:

- Provide support to develop, promote and enforce policies and procedures aiming to reduce incidents that may cause injuries to staff, or damage to vehicles in NSW
- Work with WHS Lead to ensure WHS compliance to relevant safety legislation 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

Fleet:

- Provide coverage for NSW Fleet & Warehouse Support Coordinator as required

Personal Specifications

Qualifications

- Current driver's licence
- Current forklift licence
- Current and Valid Police Check
- Cert II in warehouse or logistics (desired)



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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 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
- Ability to manage multiple stakeholders and multiple tasks
- 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.

Employees Name: _____

Signature: _____ **Date:** _____