



Position Description

Position Title	Warehouse Sorting Assistant
Portfolio	Social Enterprise
Area	Social Enterprise
Reports To	Warehouse Supervisor

Organisation Purpose

Our vision at the Brotherhood of St. Laurence (BSL) is an Australia free of poverty. Our purpose is to advance a fairer Australia through our leadership on policy reform, our partnerships with communities, and the quality of our services.

Our organisation employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, industry and communities to address poverty across the nation.

Our work is varied. We deliver services to build capability and confidence across the life course, from the early years, youth and employment to services for people with disability and for older people in Australia. Our Op Shops and social enterprises are well known. So too are our services that support financial wellbeing. We research the causes and effects of poverty and connect research, practice and policy to advocate national, state and local policy responses to poverty.

BSL values diversity and inclusion with regard to our staff and the communities we serve. Our staff and volunteers come from diverse backgrounds, and we aim to create an inclusive working environment. BSL is committed to child, young people and vulnerable adult safety. We want all people to be supported, respected, safe and empowered.

Portfolio Purpose

Social Enterprises supports the development of programs and services that will help to eliminate poverty in Australia. It does this by generating independent funding, and by serving as a supporting business-focussed resource for the BSL.

Position Purpose

The position's purpose is to sort clothing, and Bric-A-Brac to supply the BSL Opportunity Stores and Hunter Gather Stores.

Key Responsibilities

- Sorting and separating incoming goods including removal of rubbish and hard goods.
- Sorting different categories of donated goods.
- Prepare and pack orders for retail stores.
- Load and unload trucks as required.
- Maintain a clean work environment.
- Perform all functions in accordance with the BSL OH&S requirements.
- Work collaboratively within teams to achieve common goals
- Demonstrate a commitment to BSL's quality framework and culture by participating in and promoting quality actions through continual improvement activities
- In collaboration with manager, set goals and objectives to ensure outcomes are met
- Model BSL's values and adhere to the Code of Conduct in everyday work practices
- Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with BSL policies and procedures
- This position will require direct/indirect contact with children and/or vulnerable individuals
- Other duties as required

Scope of Responsibility

Direct Reports: NA

Indirect Reports: NA

Key Selection Criteria

Career Experience:

- Previous Warehouse experience is desirable but not essential
- Knowledge and ability to identify brand names, quality items and vintage wear

- An understanding of opportunity shops, recycling sustainable fashion practices and circular fashion
- Ability to work autonomously as well as in a team environment to achieve objectives.
- Computer literacy skills
- Strong interpersonal and communication skills, the successful candidate will work with BSL volunteers and employees from diverse backgrounds
- Ability to stand for periods at a time
- Ability to lift weight of up to 12-15kgs
- Ability to follow instructions and adhere to company policies and processes

Personal Qualities:

- Enthusiastic, and willing to learn and develop new skills
- A keen appreciation for fashion and textiles
- A keen eye for fashion items and designer wear
- A commitment to maintaining and supporting child safety, equity, inclusion, and cultural safety
- Understanding of and empathy with the values and ideals of the Brotherhood of St Laurence

Qualifications/Other:

- A Forklift License is desirable but not essential.

Mandatory Employment Criteria

- Specific work requirements include weekend work, evening shifts, public holidays, work-based travel, after hours on call, attendance at a variety of different work locations
- Proof of eligibility to work in Australia is required
- A satisfactory Police Check is required. BSL will support successful candidates in this process
- A Working with Children Check is required for this position. BSL will support successful candidates in this process

The description of the position is a guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description

may occur, and it may be amended from time to time as organisational needs change. Changes to the position description will be consistent with the purpose for which the position was established.