



JOB TITLE: Stores Persons /Drivers  
JOB TYPE: By individual agreement full time or part time - 7.5 hours per day  
LOCATION: Reverse Garbage, Hut 8, 142 Addison Road, Marrickville  
REPORTS TO: Operations Manager  
DIRECT REPORTS: volunteer stores persons and off-siders

## MAIN DUTIES/RESPONSIBILITIES:

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The primary responsibilities for this position are storage of materials, collecting and delivering materials, taking care of the trucks, minor building maintenance and customer service as required. To that end, the role involves the following tasks and responsibilities:

### *Stores*

- Move stock from loading dock to sale and storeroom
- Maintain floor stock presentation to enhance stock storage and customer safety
- Maintain storerooms so that stock is identified, labelled, and store in a safe and accessible manner
- Assist in sorting and loading stock
- Provide input in to pick up schedule
- Assist Operations Manager in stock control
- Provide supervision and direction to volunteers also carrying out these duties

### *Stock pick-up and delivery*

- Pick-up and delivery of reusable materials
- Assessment of stock as per Reverse Garbage needs in consultation with Operations Manager
- Safe and effective packing of materials on the truck and ute
- Loading at suppliers and unloading at Reverse Garbage
- Recording pick-ups and keeping supplier information up-to-date
- Assist in finding new suppliers
- Provide supervision and direction to volunteers also carrying out these duties

### *Truck Care*

- Routine vehicle maintenance and reporting of repairs required
- Keeping truck neat, tidy and clean

### *Building maintenance*

- Assist with basic building maintenance

### *Customer Service*

- Identify customer need regarding materials and satisfying them
- Relieve the counter/sales person as and when required

*Any other duties consistent with the above duties, as required and directed by supervisor*

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## SKILLS & KNOWLEDGE:

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- Valid NSW drivers licence appropriate grade for the vehicles
- Use of appropriate communications technology to manage pick up and delivery schedule and navigate safely in new urban environments
- Commitment to teamwork and collaboration
- Strong written and verbal communication skills
- Creative thinking and problem solving
- A passion for an inclusive and sustainable community

## PERFORMANCE GOALS:

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- At all times Stores Persons and Drivers will seek to manage their time to ensure efficient use of resources and to involve volunteers in projects and activities to ensure the best use of time
- At all times Drivers and Stores Persons will engage with donors in a manner to promote further contributions to the organisation
- Individual performance goals will be set from time to time as part of performance review processes

## FINANCIAL

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- Appropriate use of Reverse Garbage fuel cards for the vehicles
- Due care when using the roads and parking to avoid excessive tolls and other related fees

## OPERATIONAL & HUMAN RESOURCES

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- Be punctual
- Participate as part of the staff team at all times
- Cooperate with other staff and their supervisor/s
- Fulfil obligations and adhere to the RG Code of Conduct
- Support and train volunteers, interns and students working in the operations team and related projects
- Participate in decision making as part of the Reverse Garbage staff team
- Maintain respect and regard for members, volunteers, suppliers, and customers
- Sign and follow and employment agreement

## WORKPLACE HEALTH & SAFETY

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- Follow Occupational Health and Safety policies and procedures
- Demonstrate leadership in the maintenance of safe workplace in the retail area for workers, volunteers and customers
- Actively promote safety and safe work practices
- Identify potential hazards in the workplace and ensure elimination and reduction of risk



## ADOVOCACY, PROMOTION, EDUCATION & PARTNERSHIPS

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- Ensure the positive promotion and protection of the Reverse Garbage brand
- Engage in public activities that promote the interests and objectives of the Reverse Garbage
- Provide support to the retail and education program and other related partnership activities, as needed