



## POSITION DESCRIPTION

1. POSITION DETAILS			
<b>Position Title</b>	Donation Handler	<b>Classification</b>	General Retail Industry Award. Level 1.
<b>Business Unit</b>	Commercial	<b>Employment Status</b>	Casual
<b>Location</b>	Wingfield	<b>Date Created</b>	October 2022
<b>Reports To</b>	Warehouse Manager	<b>Date Approved</b>	January 2024
		<b>Review Date</b>	January 2025
2. POSITION CONTEXT			
<b>Organisational Overview</b>	<p>The St Vincent de Paul Society (The Society) is a lay Catholic organisation and a major international charitable and voluntary organisation, which has been in existence in South Australia (SA) since 1884.</p> <p>The principal role of The Society is to provide for or alleviate the various needs of disadvantaged people in the community by genuinely addressing poverty and hardship through assistance and advocacy. The Spiritual mission of The Society is to continue the mission of Jesus Christ.</p> <p>Our core work in SA is to assist people in need and to raise awareness of and advocate against social injustice across the State. We do this through our local member networks, known as Conferences, which operate across 60 communities throughout the State, our 34 Vinnies Centres (shops) and through our Special Works. Special Works include the Vinnies Men's Crisis Centre (VMCC), Vinnies Women's Crisis Centre (VWCC), Fred's Van (10 sites), Vinnies Open Door program, Vinnies Refugee and Asylum Seeker Service (VRASS), Youth and Community Engagement, and a range of other special programs. Special Works support our key strategic work focus areas of homelessness, refugees and asylum seekers and provides support to victims of domestic and family violence.</p> <p>The Society has around 2500 members and volunteers, as well as over 125 employees.</p>		
<b>Position Purpose</b>	Handle and prepare donated items for sale or distribution in our Vinnies shops across South Australia.		
<b>Line Management Responsibility</b>	This position has no line management responsibility.		
<b>Key Interactions/ Relationships</b>	<ul style="list-style-type: none"><li>• Warehouse Manager and Assistant Warehouse Manager</li><li>• Warehouse Store persons, staff, and volunteers</li></ul>		
<b>Authority to Act / Delegations</b>	No delegated authority		

3. PRIMARY OUTCOMES AND ACCOUNTABILITIES	
KEY RESULT AREA	PERFORMANCE MEASURES
<b>Donation Handling</b>	<ul style="list-style-type: none"> <li>Sort donated items into different categories as directed.</li> <li>Prepare special orders.</li> <li>Manage seasonal stock/changes.</li> <li>Work effectively and productively in an individual capacity and as part of a team.</li> <li>The work area must be kept clean and tidy.</li> <li>Any other tasks as directed by your Line Manager</li> </ul>
<b>Work Health and Safety (WHS)</b>  (The Society is aligned to the Catholic Safety & Injury Management (SA) System)	<p>All employees are responsible for their health and safety and avoid adversely affecting the health and safety of any other person connected to their work.</p> <p>Your responsibility is to:</p> <ul style="list-style-type: none"> <li>Champion a safe work environment for staff, customers, members, and volunteers by implementing the Society's workplace health and safety practices.</li> <li>Adhere to safe work and welfare practices, policies, and procedures.</li> <li>Identify, report, and address physical and psychological hazards, accidents, and unsafe workplace practices within 24 hours of occurrence using the incident reporting system.</li> <li>Assist in maintaining WHS facilities, resources, equipment, and records.</li> <li>Participate in relevant WHS training programmes.</li> <li>Follow any reasonable instruction and training provided in relation to health and safety at work.</li> </ul>
<b>Duties as otherwise required</b>	St Vincent de Paul Society is a not-for-profit that aims to take opportunities to maximise the benefit it provides to the community. From time to time, this role may require undertaking other duties of a similar level to those outlined in this Position Description.
4. POSITION COMPETENCY PROFILE	
TECHNICAL	DESCRIPTION
<b>Donation Handling</b>	<ul style="list-style-type: none"> <li>Competency in handling donations as directed, demonstrated by the organisation of workflow, efficient and effective preparation of donations ready for distribution, safety, and integration with the team.</li> </ul>
BEHAVIOURAL	DESCRIPTION
<b>Interpersonal Relations</b>	<ul style="list-style-type: none"> <li>Demonstrates effective communication skills – active listening, cultural sensitivity, respect, and clear communication.</li> <li>Practises teamwork and information sharing in the workplace.</li> <li>Ability to work with a diverse range of people from different cultural backgrounds.</li> <li>The ability to work both autonomously and as a team</li> </ul>
<b>Flexible Orientation to Work</b>	<ul style="list-style-type: none"> <li>Readily supports workplace change and improvements.</li> </ul>
<b>Self-Management</b>	<ul style="list-style-type: none"> <li>Able to work with minimal supervision.</li> <li>Able to work within desired timeframes.</li> <li>Effectively manages emotions and handles challenging situations.</li> <li>Highly organised and resourceful within the requirements of the job.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>Understand the needs of a diverse range of customers and cultures and deliver services that meet these needs.</li> </ul>

<b>Professional Accountability</b>	<ul style="list-style-type: none"> <li>• Always demonstrates a high level of integrity and trustworthiness.</li> <li>• Is a role model for performing work at a high standard.</li> <li>• Accepts responsibility for actions and consequences of decisions.</li> <li>• Follows supervisor and manager instructions promptly and accurately.</li> </ul>
<b>Ethics and Values</b>	<ul style="list-style-type: none"> <li>• Understanding of and commitment to the Ethos, Mission, and Values of the Society.</li> <li>• Be able to promote the core values of The Society and ensure that the Code of Conduct is upheld.</li> </ul>
<b>5. SPECIAL CONDITIONS</b>	
<b>Fitness for work</b>	<ul style="list-style-type: none"> <li>• Physical fitness is relevant to this role – manual handling and considerable repetition and physical activity are required.</li> <li>• As part of the Society’s commitment to safety, welfare, and integrity, employment is contingent upon satisfactory National Police Checks, performance appraisals, and employment health checks, both upon commencing employment and as requested throughout.</li> </ul>