

Position	Warehouse Attendant Level 2	
Key Requirements (Qualifications, Skills, Knowledge, and Experience)	<p>Essential Qualifications/Experience:</p> <ul style="list-style-type: none"> • Current manual drivers’ licence (Medium Rigid desirable). • Acceptable driving record. • Reasonable communication skills and interpersonal skills. • Able to complete logbooks and simple forms. • Able to work under some pressure and to deadlines. • Able to lift furniture and other large donations. • Demonstrated ability to work with a diverse team. • A National Police Check is required for all roles at LCM. • A medical assessment is required for all warehousing roles at LCM. <p>Desirable Qualifications/Experience:</p> <ul style="list-style-type: none"> • Transport experience • WHS awareness and/or training. • White Card (or willingness to obtain) • Current Forklift Licence (or willingness to obtain) • Current First Aid Certificate (or willingness to obtain) • Experience or demonstrated capacity to work in an organisation adopting a Christian ethos 	
Summary of Role (inc. Role Purpose)	<p>The position is required to support with the daily tasks and operations of Supply Chain. The position requires the employee to develop working relationships with management, peers, members of the public and other functional areas within the organisation.</p> <p>Primarily, the Warehouse Attendant Level 2 will be responsible for: Undertaking duties within the warehouse and transfer centre, and completing logistics and transport related duties such as truck driving. The use of machinery such as trucks, vans, and forklifts are all included under the Level 2 position requirements.</p>	
	Key Responsibilities	Key Performance Indicators (observable and measurable)
Logistics and Supply	<ul style="list-style-type: none"> • Collect donated materials from various locations in a timely, safe and courteous manner. • Maintain driver logs and complete pre-trip inspections. • Follow all LCM Policies and Procedures. • Follow delivery/pickup instructions from Logistics and Supply Chain Coordinator. • Perform any other duties as assigned by management. • Always operate vehicle in a safe and courteous manner as a representative of LCM. • Maintain vehicle in a clean and safe condition. • Report vehicle maintenance issues as per policy. 	<ul style="list-style-type: none"> • Donated materials are collected in a timely manner. • Few complaints received. • Truck run and duties completed as per Logistics Run Sheet. • Client feedback is generally positive. • Driver logs are maintained accurately and legibly. • Pre-start checks are performed in line with policy. • All other policies are adhered to. • Instructions are followed wherever possible. • Vehicle is maintained according to policy. • Maintenance issues are reported immediately. • Licences are maintained.

Warehousing and Transfer Station	<ul style="list-style-type: none"> • Assist with general warehouse duties as directed by management. • Support departments to process stock. • Assist with picking and packing orders as required • Perform any other duties as assigned by the Leaders and managers. • Assist in the development of a safe working environment for yourself, colleagues, clients and visitors by applying WHS principles and implementing safe work practices. • Practice correct Manual Handling processes. • Report any hazards, incidents, accidents or near misses. • Maintain all licences relating to role. 	<ul style="list-style-type: none"> • Tasks are completed in a timely manner as per KPIs. • Remain flexible and open to transferring within departments. • Reasonable supply demand is met. • Abides by WHS policies. • Any incidents etc., reported according to policy. • Practices Duty of Care for self and coworkers. • Less than 5% Lost Time Injuries (LTIs).
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LAUNCESTON CITY MISSION VALUES

Faith	We have confidence that ethical actions will bring good results
Justice	We take personal responsibility to uphold what is pure, right and true
Compassion	We invest whatever is necessary to heal the hurts of others
Flexibility	We are attentive and responsive to the changing needs in our community
Enthusiasm	We work with passion and commitment to achieve our goals