

Warehouse Trainee POSITION DESCRIPTION



Position Number:	3340
Department:	Corporate Services
Section:	Corporate and Technology Services
Unit:	Procurement and Logistics
Position Status:	Fixed Term - Full Time (2 Years)
Classification:	Order – Apprentices and Trainees Wages and Conditions
Reports To:	Senior Materials Officer
Revised:	August 2021

General Position Statement

This position supports Council's direction by undertaking the warehousing traineeship with the commitment to providing stores and administration assistance in a professional, efficient and confidential manner ensuring the development of good working relationships with all staff and the public.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Commitment to undertaking all Traineeship requirements and to the successful completion of the traineeship.
- Studying towards a Certificate III in Warehousing Operations.
- Undertake routine activities of a clerical and/or support nature to the Unit.
- Undertake general stores and housekeeping duties.
- Read and carry out basic instructions.
- Provide good customer service to internal and external customers.
- Perform on-the-job training specifications set down in the relevant national competency standards and training plans.
- Report any defects or problems to the Supervisor, e.g. equipment or safety concerns.
- Travel to various locations within the region as required.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

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Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- A genuine interest in the warehousing industry.
- Basic numeracy, keyboard, written and verbal communication skills.
- Ability to carry out basic instructions.
- Ability to complete relevant national competency standards and training plans.
- Capable of developing knowledge of work practices and policies relevant to the Section/Unit.
- Basic planning and organisational skills.
- Possess a positive attitude and ability to work well within a team to achieve outcomes.
- The ability to learn to competently operate Council's computer systems including Ci Anywhere Suite (R1 and ECM), Pathway and the MS Office Suite.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.

Desirable Qualifications and Experience

- Ability to legally operate a forklift under a "LF" Class Licence or the ability to acquire.

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council. *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Work Environment and Physical Demands

- This position is an outdoor role and will require the employee to carry out physical tasks which may include manual handling of up to 20kg, repetitive bending, kneeling and twisting and/or squatting.

Additional Requirements

- Ability to work in an office environment.
- Ability to work in an outdoor environment.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- Ability to handle items of varying weight.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Ability to be immunised against Hepatitis A&B and Tetanus.

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Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	