

## ReStore Logistics Coordinator - Position Description

### Habitat for Humanity Victoria

#### Who we are:

Habitat for Humanity Victoria is a registered charity and part of a global humanitarian organisation working in over 70 countries with a shared vision of a world where everyone has a decent place to live. Established in 1976, Habitat for Humanity is the world's number one not-for-profit provider of affordable housing for low income families.

ReStore is a social enterprise of Habitat for Humanity, which accepts and re-sells new and gently used items donated by businesses and the general public. Volunteers make up most of ReStore's great team. Funds generated by ReStore support our Affordable Housing Programs in Victoria. There are currently 2 ReStores operating in Victoria at Kilsyth South and Rosebud. We anticipate opportunities to share learnings between our ReStores as we grow our social enterprise.

#### Primary Functions:

The primary functions of the role are to:

- review and improve the management of stock at the Kilsyth South ReStore; which includes approximately 450 m2 of retail space and 700 m2 of warehouse space.
- Develop a more efficient and effective method of receiving stock, storing and preparing stock for sale in-store and online and delivery of sold items to customers (when required)
- Help to improve the operation and outcomes of our ReStores.

**Reports to:** ReStore Manager

#### Selection Criteria:

Essential:

- Highly organized and process driven.
- Experience in warehouse management process and systems.
- Knowledge of and experience in work, health and safety procedures.
- Track record of successful change management
- Very good communicator and team leader
- Able to work in a team
- Comfortable working with volunteers – skilled and unskilled
- Able to delegate tasks and equip and empower people to deliver agreed outcomes.
- Victorian Driver Licence

### Advantageous:

- good IT skills
- technical and mechanical knowledge
- familiar with Crown Walkie Forklift or similar equipment.

### Main Responsibilities :

- Manage the efficient flow of goods into, through and out of the warehouse and through the retail operation
- Review and improve how we manage the storage system; including the use of existing racking and shared spaces for tag testing and repair and upcycling of donated stock
- Reduce waste and improve recycling in the warehouse.
- Manage and improve the turnover of stock in the warehouse
- Record key operational data and metrics to evaluate the operation
- Ensure OH&S procedures are followed
- Maintenance of equipment; including the delivery van
- Work closely with the online sales team which utilizes warehouse space.
- Work closely with all volunteers involved in the logistics of stock
- Ensure the stock systems integrate effectively with the retail operations – in the store and online.

### Key Outcomes for 2023:

- Extensive review of how the warehouse space is used and implement changes agreed with the ReStore Manager
- Integrate stock storage with retail operations – in store and online

### Terms of Employment:

- 22.5 Hours per week (0.6 FTE) – negotiable, spread across agreed work days.
- Remuneration details can be supplied upon request. There is capacity for salary packaging using non-taxable fringe benefits.

### Contact:

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