



**WAREHOUSE COORDINATOR / DRIVER
JOB DESCRIPTION**

ROLE

The Warehouse Coordinator/Driver is responsible for all aspects of warehousing and logistics and regular delivery of consumables to SCC’s sites. The position will monitor available supplies and equipment in order to ensure that residents, clients and employees have access to the products and equipment they need. The position receives and records deliveries and returns, picks and packs orders, and relieves as the delivery driver when required.

The equipment and consumables range includes kitchen equipment, medical equipment, medical consumables, managed linen, ICT equipment, food and office supplies, with a total value in excess of \$20M pa.

The Warehouse Coordinator/Driver reports to the Group Manager Procurement.

RESPONSIBILITIES

KEY OUTCOMES	KEY ACTIVITIES	KPIs	RELATED KNOWLEDGE, EXPERIENCE, SKILLS
<p>1. MANAGING THE WAREHOUSE</p>	<ul style="list-style-type: none"> • Control perpetual inventory stock counting / accuracy checks • Confirm all pick slips • Maintain SCC’s equipment and stocked product inventory including stock profiles, locations and rotation • Minimise overstocks and manage removal of obsolete / redundant inventory items to maximize availability of working capital • Follow up on stock discrepancies • Good management and handling of sterile goods • Provide routine information on inventory performance • Liaise with the SCC Purchasing and Contracts Manager on noncontract KPI performance • Provide a first point of enquiry to internal staff and external suppliers regarding the inventory of consumables and equipment • Pick and pack orders for delivery • Maintain a clean, well-kept and organised warehouse • Receive, record and unpack stock deliveries • Complete WHS checks and promote health and safety culture 		<ul style="list-style-type: none"> • Sound interpersonal and relationship management skills • Ability to communicate effectively and courteously with a broad range of people • Proven customer service skills, with a polite and friendly approach • Reliable with a strong work ethic • Previous experience in a warehouse environment is essential



2. DRIVER DUTILES	<ul style="list-style-type: none"> • Packing and unpacking of vehicle • Delivery of orders to sites on rotational basis • Unpacking of stock at sites, rotating stock as required • Inspection of site storage areas • Maintain a clean and tidy vehicle 		<ul style="list-style-type: none"> • Previous experience as a delivery driver is essential • Delivery driver experience is essential • Physical capacity to perform repetitive manual handling
3. TEAM WORK AND ORGANISATIONAL CONTRIBUTIUN	<ul style="list-style-type: none"> • Support other team members and the Property and Procurement team in undertaking other duties as necessary to meet team objectives • Deliver on-time and on-budget results • Promote and maintain compliance with established inventory management policies and practices • Contribute to the continuous improvement of inventory administration functions across SCC. 		<ul style="list-style-type: none"> • Demonstrated ability to work as a member of a team and provide support to others. • Demonstrated ability to take initiative and resolve problems using sound judgement. • Demonstrated ability to prioritise and multi-task
4. OTHER DUTIES AS REQUIRED			<ul style="list-style-type: none"> • Intermediate computer skills for accurate data entry • Accuracy with recording and counting

COMPETENCIES

Demonstrated competency in:	<ul style="list-style-type: none"> • Customer Service including person centred care • Planning to achieve business goals • Decision making and problem resolution • Change management • Personal resilience • Driving a culture based on values • Demonstrated competence in disciplinary processes • Time Management • Project Management • Understanding requirements of regulatory Compliance including funding instrument and accreditation • Financial Management
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Direct Supervisor/Manager	Group Manager Procurement
Direct Reports	Driver / Warehouse Assistant
Essential Qualifications / Licenses	Current forklift licence, Current C Class licence
Desirable Qualifications	

RESPONSIBILITIES COMMON TO ALL EMPLOYEES

All staff members have a responsibility to support the culture of Southern Cross Care and to fulfil regulatory obligations. These responsibilities include:

- Support and abide by the aims, objectives, policies and/or rules of Southern Cross Care (SA & NT) Inc. and at all times model the organisational values:
 - CARE We care – we work to create a caring environment which values dignity, individuality and diversity.
 - COMMUNICATION We pay attention – We take time to ask, to listen, to respond
 - TEAMWORK We work together – We support each other to achieve the best outcomes.
 - CREATIVITY We encourage new ideas – We look for ways to do things better and have the courage to challenge our thinking.
- Perform all duties and behave at all time in accordance with the Southern Cross Care Code of Conduct.
- Maintain and protect the confidentiality of resident and company information at all times.
- Performance Development – participate in annual Appraisal and Performance Development processes.
- Continuous Service Improvement – developing a culture and practice of continuous service improvement activities within the Directorate.
- Quality Management – contribute to the comprehensive quality management system within Southern Cross Care (SA & NT) Inc.
- Work Health and Safety – ensure a safe working environment at all times by maintaining effective work practices, adopting procedures and practices which comply with the Work Health and Safety Act 2012.
- Meet the requirements (including the regulations) pertaining to all legislation relevant to resident / client care and accommodation and employer/employee and employee/employee relations e.g. Aged Care Act 1997 and National Health Act 1953.
- Practices in accordance with common law principles, i.e. duty of care.



WHS RESPONSIBILITIES FOR ALL EMPLOYEES/SUPERVISORS

- Takes reasonable care to protect own health and safety, and to avoid adversely affecting others. This includes as far as reasonable using equipment provided for
- WHS purposes, obeying reasonable WHS instructions, complying with all Southern Cross Care WHS policies, procedures, safe operating procedures, work practices and associated WHS documents
- Ensures that they are not affected by alcohol or drugs to the extent that they endanger their own safety or the health and safety of others

For positions with Supervisor responsibilities:

- Ensures all staff under their control carry out their roles and responsibilities as detailed in Southern Cross Care's WHS policies, procedures and WHS and Injury Management Plan
- Maintains compliance with all WHS policies and procedures by regular performance review
- Ensures that all staff, including agency staff and contractors, are appropriately inducted and trained, and that site training plans and records are maintained
- Provides relevant WHS information and ensures appropriate training is provided
- Conducts regular inspections to identify hazards, conduct risk assessment for effectiveness and implement corrective action and review
- Maintains appropriate records as required by the Southern Cross Care
- Ensures all non-conformances identified in internal audits are rectified
- Investigates all reported incidents and reports action/s taken to prevent a similar occurrence