

Position title	Logistics Mentor
Award	Storage Services and Wholesale Award 2020
Classification	Wholesale Employee Level 4
Pay Rate	Above award - \$30 per hour
Hours per week	Fixed Term 10 hours per week for 10 weeks (potential for ongoing part time work dependent on future funding)
Reports to	Social Enterprise Advisor
Position holder	Vacant

Logistics Mentor:

As a Logistics Mentor will be responsible for rolling out an 8-week food distribution pilot to emergency relief providers including schools and other organisations supporting people facing food insecurity across the Wimmera that will commence in late October 2025. The Logistics Mentor will assist people with disabilities to experience learning, training and inclusive employment opportunities that improve their pathways into employment.

Logistics Mentor will:

- Effectively manage the sourcing, storage, and distribution of nutritious, culturally appropriate and wherever possible locally grown food from donor partners.
- Mentor people with disabilities who have been referred to meet their individual goals in accordance with the enterprise values of
 - Human rights - People with disabilities have a right to be fully participating citizens on an equal basis with others.
 - Strength based - We see the potential in everyone. We identify and build on their strengths.
 - People centred - We meet people where they are at, adapt to their needs, learn from each other, and support their growth.
 - Entrepreneurial – We act on opportunities to solve problems and create value for our community and other customers.
- Be responsible for ensuring warehouse space and relevant equipment meets occupational, health and safety standards.
- Labelling, sorting, and storing food products in designated warehouse locations.
- Match requests from emergency relief providers with availability of stock from donor partners and prepare their orders.
- Ensure loading/unloading of vehicles is undertaken in an effective and safe manner.
- Undertake stock take and waste minimisation.
- Other duties as directed.

Key Selection Criteria***Essential***

- Experience working in the logistic industry.
- Experience working people with disabilities to achieve their individual goals.
- Ability to effectively communicate with diverse stakeholders.
- Currently hold or willing to obtain certificates of attainment for SITXFSA005 'Use hygienic practices for food safety' and SITXFSA006 'Participate in safe food handling practices.
- Knowledge of food security/systems and emergency relief providers.
- Ability to develop new and work within current operational policies to ensure meet occupational, health and safety standards.
- Experience and licence to drive a forklift.
- Current Victorian motor vehicle licence.

Desirable

- Certificate IV in Supply Chain Operations (TLI40324)
- Certificate IV in Disability Support (CHC43121)
- Completion of Provide First Aid (HLTAID011)
- Knowledge of social enterprises

Personal attributes

- Innovative
- Patient and calm
- Self-disciplined
- Ethical and honest
- Determined and positive

Conditions of employment

- All terms and conditions of employment are in accordance with the Storage Services and Wholesale Award 2010 and the National Employment Standards
- The employee agrees to abide by all health and safety rules and requirements, policies and procedures of the employer that may be amended from time to time
- This appointment is subject to Police check, Working with Children Check and NDIS Worker Screening Check.

Chief Executive Officer review and approval:

I have reviewed and approve the above position description

Signature: _____ Date: / /

Robbie Millar - Chief Executive Officer

> COMMUNITY > VOLUNTEERING > LEARNING > PARTNERSHIPS

Employee statement

I have read, understand, and agree to the above position description

Name: _____

Signature: _____ Date: / /