The Outdoor Education Group
Position Description
WAREHOUSE AND DISTRIBUTION ASSISTANT

Why you are here

The Outdoor Education Group is one of the largest providers of outdoor learning in Australia and has the potential to improve its overall performance and growth through stronger business foundations and people management. As a Warehouse and Distribution Assistant you will ensure excellent programs for our clients by providing on time and as ordered high quality specialist and general equipment, food, vehicles and trailers.

What you do and are responsible for

As a member of The Outdoor Education Group Outdoor Education Division and a direct report to the Operations and Catering Coordinator or Supervisor, you:

- Take responsibility in the scope of your role for the performance, reputation and growth of The Outdoor Education Group
- Work collaboratively with your colleagues to manage and support day to day activities
- Role model passion for the benefits of outdoor education for the development of young Australians
- Role model The Outdoor Education Group values of respect and taking responsibility for self, others and the natural world
- Support the implementation of key strategies and actions that support the achievement of The Outdoor Education Group’s strategic vision and objectives
- Participate in and support the overall work of The Outdoor Education Group

As a Warehouse and Distribution Assistant, you:

- Receive, store and issue food as well as specialist and general equipment
- Load and unload food & equipment to and from Containers, vehicles and trailers
- Carry out logistical and service tasks between venues, pre, post and during our Outdoor Education Programs, which may include transporting clients for short periods.
- Carry out repairs, maintenance and servicing of Outdoor Equipment.
- Assist weekend ‘receive, store and reissue’
- Assist in ensuring the logistics area, wash bays, containers and car parking area are neat and tidy at all times
- Receive, check, dispatch and sort food and equipment
- Service and repair in accordance with documented maintenance schedule, and as required (e.g. emergency maintenance)
- Complete General laboring tasks including; maintenance and cleaning duties in the logistics area, wash bays, containers and car parking area
• Order assembling, including picking gear and equipment
• Drive both local and long haul as required to collect/return hired vehicles and hired gear
• Document and maintain records of goods, materials and components
• Perform multiple stores activities, as directed
• Use of tools/equipment to assist the movement of heavy loads
• Rotate equipment to ensure it is serviceable in line with quality control requirements/ and as directed
• Demonstrate a developed level of interpersonal and communication skills.
• Assist in the provision of on-the-job training and standards in storage, maintenance, care and repair of equipment
• Apply and maintain OH& S procedures
• Follow approved incident response in case of fire, theft or other significant event
• Attend meetings and training as required

Skills and attributes, you have

• Willing and able to work a rotating roster that will include weekends and public holidays
• Physically fit
• Good communication and organisational skills
• Ability to remain calm and in control in challenging situations
• Ability to work as part of a team or autonomously
• Basic computer literacy
• Manual driver’s license

Essential prerequisites to employment

The Outdoor Education Group is a Child safe Organisation. Prior to and during your employment. You must maintain.
• An employees Working with Children’s check in your relevant state/states
• Successful pass a National Police Check.

Highly regarded qualifications, experience (nonessential)

• A current food handling certificate
• A certificate 2 in First Aid or Above
• Light rigid license or above
• Taxi directorate accreditation
• Four-wheel driving experience
### Key Information

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<thead>
<tr>
<th>Reports to</th>
<th>Operations and Catering Coordinator/Supervisor</th>
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<tbody>
<tr>
<td>Package</td>
<td>Band 1 Level 6</td>
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<tr>
<td>Location</td>
<td>Eildon (VIC) / Moss Vale (NSW)</td>
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