

AEN 6.1.1 Position Description

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| **Certificate III in Supply Chain Operations**  **Position Description** | |
| **Purpose**  Position Descriptions are written statements that clearly describe the duties or task to be undertaken and the responsibilities of the particular position. The position description also includes information about working conditions, tools and equipment used, knowledge and skills required and Work Health and Safety responsibilities. | |
| **Employee Name :** | **Date PD Issued:** |
| **Position: Certificate III in Supply Chain Operations** | |
| **Host Employer: Middy’s** | **Supervisor: Alex McCarthy** |
| **Host Employer Address: 8 Wiltshire Lane, Delacombe 3356** | |
| **Westvic Staffing Solutions Apprentice/Trainee Consultant: Natalie Nayler** | |
| **Duties of Position: Responsible for receiving, unpacking, arranging and storing goods, as well as gathering, packing, preparing and loading goods for dispatch.** | |
| **Tasks Involved:**   * **Preparing and completing warehouse orders for delivery or pickup according to schedule** * **Creating relationships with clientele that come into store for supplies** * **Delivering stock to clientele** * **Receiving and processing warehouse stock products** * **Performing warehouse inventory controls and keeping quality standards high for audits** * **Keep a clean and safe working environment and optimize space utilization** * **Complete diary logs into inventory** * **Report any discrepancies** * **Communicate and cooperate with supervisors and coworkers** * **Operate and maintain preventively warehouse vehicles and equipment** * **Follow quality service standards and comply with procedures, rules and regulations** | |
| **Work Conditions:** | |
| **Personal Requirements:**   * **Be able to follow direction, organize and plan** * **Good organizational and time management skills** * **Ability to lift heavy objects** | |
| **Key Selection Criteria:** | |
| **Qualifications and Licenses Required:**  **Drivers licence** | |
| **Workplace Health and Safety:**   * Follow Westvic Staffing Solutions’ and the Host Employer’s Workplace Health and Safety policies, procedures and   workplace instructions   * Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health * Correctly wear and maintain items of personal protective clothing and equipment that are provided * Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work * Report any incidents with in the workplace to the Host Employer and Westvic Staffing Solutions without delay. | |

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| **Additional Information**   * **Hours Per Week: 38** * **Days per Week: Mon-Fri** * **Award / Agreement: National Training Wage Level A/Miscellaneous Award** * **Superannuation: 11.5%** * **Commencement Hourly Rate:** * **Allowances:** |
| **Copy to :  Employee  Host Employer  Main File** |

# Position Description Acknowledgement

All parties have received, reviewed and fully understand and accept the Position Description and the tasks and conditions included within.

# EMPLOYEE:

Employee Name:

Employee Signature: Date:

# HOST EMPLOYER:

Host Employer Name:



Host Employer Signature: Date:

# WESTVIC STAFFING SOLUTIONS:

Westvic Staffing Solutions Representative Name:

Westvic Staffing Solutions Representative Signature: Date: