



Palm Island
COMMUNITY COMPANY

POSITION DESCRIPTION

POSITION SUMMARY:

Position Title:	Store Person (Assistant)		
Department:	Program Services	Location	Garbutt Warehouse, Townsville
Reporting To (Title):	Operations Manager		
Award	Storage Services and Wholesale Award		
Employment Status	Permanent Full Time – Monday to Friday, 7:00am to 3:06pm with 30-minute lunch break		Level – Store Worker Grade 2
Contacts and Critical relationships	Internal • Operations Manager • Assistant Operations Manager • Stores Supervisor • Corporate Office • Other PICC Services External • Clients • Suppliers • General Community		
Organisation Structure	See Attachment		

ABOUT THE ORGANISATION

The Palm Island Community Company is an Aboriginal Community-Controlled Organisation that delivers health and community services, community capacity building and economic development programs on Palm Island.

Through the establishment of a network of partnerships and collaborations, the ongoing recruitment and training of staff, and an uncompromising attitude towards the building of community capacity, PICC continues to make a real difference in the lives of the people it serves.



Boasting a successful history since it was established in 2007, PICC delivers innovative, community-driven programs that are squarely aimed at supporting and strengthening the social, cultural, health and economic fabric of the Palm Island community.

PICC continues to work hard to strengthen the infrastructure of the remote island and create local jobs for local people while delivering vital human services to community it serves.

The fundamental focus of the Company is underpinned by the belief that the residents of Palm Island are entitled to have ready access to the range of reliable and high-quality health and social services like those to which most Australians have easy access.

PICC is proud of its role in helping Palm Island to lead the way in the development of a new model of Indigenous community capacity building that has demonstrated success.

THE ROLE

Reporting to the Operations Manager, the Store Person (Assistant) supports the effective operation of the Garbutt Warehouse by receiving and dispatching freight, assisting with stock control, preparing goods for program delivery, and collecting and delivering goods as required.

The role contributes to timely and reliable service delivery by ensuring freight is checked, recorded, stored and distributed accurately; stock movements are documented; warehouse areas are kept safe and orderly; and internal program requirements are supported in line with PICC procedures, workplace health and safety obligations and cultural safety expectations.

Key focus areas include freight receipt and dispatch, stock control, warehouse presentation, safe manual handling, and collection and delivery of goods for PICC programs and services.

TECHNICAL DUTIES

KEY RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Receive incoming freight and goods, check deliveries against order and dispatch documentation, identify discrepancies, and escalate issues to	• Stock is ordered in a timely manner, purchase records are accurate, approvals are obtained where required, and programs are kept



Palm Island

COMMUNITY COMPANY

the Operations Manager or relevant supervisor.	informed about delivery timeframes, stock arrivals, substitutions and back orders.
Receive, check, record and dispatch stock to the correct program, ensuring quantities, condition, documentation and cost allocation are accurate.	Apply attention to detail to ensure correct allocation of stock is applied
Store stock safely and correctly in accordance with product requirements, safe storage practices, stock rotation principles and any relevant safety data sheet or handling instructions.	Ensure stock is stored correctly as per instructions on the boxes etc to prevent damages to stock and personal injuries from occurring
Follow stock control, procurement, workplace health and safety, hazardous chemical and manual handling procedures to support compliant and safe stores operations.	Safety data sheets are accessible and current where hazardous chemicals are stored or handled, hazardous chemical labels and storage requirements are followed, and hazardous manual tasks are performed using approved risk controls, equipment and training.
Apply correct price marking	Ensure prices are marked correctly on the stock for sales
RESPONSIBILITIES GENERAL	KEY PERFORMANCE INDICATORS
Participate in workplace health and safety training, risk assessments, incident prevention activities and risk management planning relevant to stores, manual tasks, chemicals, equipment and stock movement.	• Training and other activities recorded



Palm Island COMMUNITY COMPANY

Report and record hazards, incidents, injuries and near misses promptly in line with PICC policy, workplace health and safety requirements and any regulator notification requirements.	Incident reports recorded
Practice duty of care including meeting practice standards and accountability	Evidence of compliance in audits

NON-TECHNICAL DUTIES

RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Communicates with professional language to a range of people at all levels of organisations and community	Ability to communicate on all levels with all Corporate and Senior staff members, direct reports, Clients and Visitors
Understands, works and communicates effectively with Indigenous people.	Shows an understanding of Aboriginal and Torres Strait Islander peoples, cultures and Palm Island community context, and builds respectful working relationships.
Write clear and concise reports as required	Provides clear written and oral reports with relevant facts and processes explained.
Engages in formal training when required.	Attends and completes training
Able to maintain confidentiality, follow privacy and records-management requirements, and provide accurate information within the scope of the role.	Demonstrates knowledge of and compliance with relevant workplace policies, privacy requirements, procurement procedures, stock control processes and workplace health and safety obligations.
Adhere to the Code of Conduct of the Palm Island Community Company in a manner that is consistent with both its spirit and intent	- Adheres to and is an advocate of the PICC code of conduct - Leading by example



Palm Island

COMMUNITY COMPANY

Provide a positive contribution to the team through participation in team meetings and team-based work processes.	• Resolve conflict and participate equitably in positive and successful teams
---	---

SELECTION CRITERIA

Physical requirements: The role may involve standing, walking, bending, reaching, lifting, carrying, pushing or pulling stock and using trolleys or other equipment. These tasks must be performed in accordance with approved safe work procedures, risk controls and any reasonable adjustments required to support safe performance of the role.

Mandatory:

- Demonstrated experience in a warehousing, stores, stock control, inventory, logistics or similar operational environment, or an equivalent combination of relevant skills, training and experience.
- Current Queensland Driver Licence.
- Demonstrated experience in stores, warehousing, stock control, inventory management or logistics.
- Good Communication skills.
- Excellent time management and organizational skills.
- Ability to maintain accurate records and documentation.
- Ability to perform manual handling tasks safely.
- Current First Aid Certificate or willingness to obtain.
- Demonstrated ability to work respectfully and effectively with Aboriginal and Torres Strait Islander peoples, families and communities, including an understanding of culturally safe communication and community-controlled service principles.

Desirable

- Forklift Licence (LF), or willingness to obtain where required by the duties of the role.
- Knowledge of procurement processes and inventory systems.
- Understanding of Aboriginal and Torres Strait Islander health, community and social issues.
- Experience working in remote or regional communities.



STAFF ACKNOWLEDGMENT

POSITION TITLE: Store Person (Assistant)
This position has been accurately described, is current and has been explained by:
PICC Representative:
Date:
Signature:
This position is accepted with the full understanding of my obligations and authorities and I accept the responsibilities described herein:
Employee Name:
Date:
Signature (Employee):

DISTRIBUTION

- ✓ Signed original for employee personnel file
- ✓ Copy to employee