

Advertisement – Warehouse Assistant (Morwell)



March 2025

Ready to make a difference in Regional Victoria?

Foodbank Victoria is looking for a reliable Warehouse Assistant to help us support our community at our Community Food Centre (CFC) in Morwell. This role is responsible for efficiently storing and dispatching food and grocery items, preparing and sorting orders for delivery, moving and managing warehouse items, and handling administrative tasks while maintaining our warehouse. The CFC provides essential resources to individuals, families, and local communities, and by joining us, you'll contribute to making a positive impact. Embrace a fast-paced work atmosphere and become part of a passionate team dedicated to helping those in need!

This is a part-time position from Monday to Thursday, requiring 20 hours of work each week.

Why Foodbank:

Whether it's everyday emergencies or in times of crisis, Foodbank Victoria has been providing vital food relief to vulnerable Victorians for 93 years. We deliver food to people who need it in three different ways: in partnership with our charity partners, through schools and via our regional Community Food Centres.

Across our network of 500 charity partners and 1,015 schools throughout Victoria, we have distributed over 25 million meals in the last 12 months and are currently feeding 69,000 Victorians a day. While supporting our charity and school partners is at the core of what we do, as the state's dedicated emergency food relief organisation, we're also here to assist Victorians through natural disasters, pandemics and the 'invisible disaster' caused by the ongoing cost of living crisis.

Why we're right for you

Our people come for a career and stay for the mission!

You will join an organisation full of passionate and creative people who champion and invest in the vision of helping to fight for a food-secure future for all Australians.

We strive for a diverse and inclusive workforce, fostering a culturally safe and supportive environment where everyone can bring their whole self to work.

Our locations span across metro and regional Victoria, but the warmth of our culture is unified across all sites.

What you'll be doing:

- Unload goods at the Community Food Centre or other distribution points as directed.
- Provide stock take details of goods, pallets, or assets as directed.
- Prepare bulk orders and pick items for collection from the Community Food Centre to charities.
- Use a Foodbank van or vehicle to collect donations along with delivery of orders to charities as required.
- Perform all duties within Occupational Health and Safety and Food Safety requirements.

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- Provide assistance and guidance to volunteers, contractors, and teams regarding warehouse operations.
 - Undertake housekeeping duties associated with maintenance of the warehouse and other designated areas as directed by your supervisor and/or manager.
 - Maintain daily statistical records of warehouse data as required.
 - Assist in recording all incoming and outgoing stock.
 - Coordinate food pick up and deliveries, additional ad hoc administration tasks as required.
 - Undertake other warehouse and general duties assigned to you in line with your skills and experience.
 - Ensure accurate records of stock usage and movement are maintained.
 - Flexibility in duties to meet business demands and operational changes at FBV.
 - Complete required documentation such as bills of lading, work orders and shipping orders using CRM platform/s.

Why you're right for us:

- You want to be a part of a brand that's been around for over 90 years and genuinely share our passion for our vision of healthy food for all.
- Able to live and breathe our values of empowerment, accountability, integrity, respect, diversity, and equality.
- Certificate level qualification in warehouse operations highly regarded.
- Knowledge of OHS requirements in a warehouse environment.
- Minimum 12 months experience in a similar environment.
- Ideally have a current forklift licence.
- Previous experience in a food industry warehouse environment highly regarded.
- Hold and maintain a current Victorian Driver's License.
- Excellent written and verbal communication skills.
- Ability to work independently and in a team environment.
- Numerical and analytical skills.
- Well-developed organisational and time management skills.

We can offer you:

- Access to salary packaging benefits to increase your take home pay
- Team member satisfaction rates above 80%
- An organisation focused on employee wellbeing
- Supportive team environment that embraces change and innovation

Keen to apply?

- Please review the Position Description on our website in the 'Careers' section at www.foodbankvictoria.org.au and get to know us before you apply.
- Email your application to projects.employment@foodbankvictoria.org.au.
- Applications to include an up-to-date resume and cover letter.