

## Position Description

<b>Job title:</b>	<b>Warehouse Assistant</b>
<b>Reporting to:</b>	<b>Food and Beverage Manager</b>
<b>Department:</b>	<b>Client Services</b>
<b>Location:</b>	<b>St Lucia</b>

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### Purpose of the Position

The Warehouse Assistant is responsible for receipt, distribution and quality control of the goods at the UQ Sport warehouse while providing high level customer service and support.

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### Key Responsibilities

- Checking goods on arrival, ensuring correct products and quantities are received and report discrepancies
- Quality assurance of delivered products and report any damaged or defected products
- Ensure appropriate stock rotation for perishable goods
- Adhere to Standard Operating Procedure and safety guidelines.
- Use personal protective equipment (PPE) or other safety equipment as required
- Distribution of products to UQ Sport food and beverage/retail outlets and event spaces
- Providing administrative and operational support to the department
- Maintaining a positive profile for UQ Sport in the wider community

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### Essential Qualifications

- Class C driver's license

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### Essential Experience and Skills

- Demonstrated experience with safe manual handling tasks
- Physical ability to handle heavy stock
- Proven excellent verbal and written communication skills
- Demonstrated commitment to customer service excellence
- Demonstrated highly developed time management skills
- Demonstrated personal initiative and ability to work autonomously
- Demonstrated strong attention to detail
- Demonstrated proficiency with Microsoft Office packages

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### Essential Behavioural Competencies

- Passion for continuous learning and professional development
- Ability to develop meaningful relationships with internal and external stakeholders
- Demonstrated ability to create positive experience with customers, clients and colleagues
- Support, listen to, encourage, and collaborate with colleagues
- Consistent drive to take ownership of the position, plan and organise to deliver on promises
- Champion innovation and embrace change for continuous improvement
- Be a respectful and reliable team member
- Align behaviour with the UQ Sport values and guiding principles

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## Essential Health and Safety Responsibilities

- Adopting safe work practices
- Actively reporting workplace hazards, injuries and accidents arising from workplace activities and providing recommendations for corrective actions to prevent or minimise the chance of recurrence
- Ensuring your behaviour does not pose a risk to the health and safety of any person and does not interfere with or misuse materials, equipment or property.
- Participating in meetings, training and other health and safety activities