



# Retail Volunteer: Warehouse and Logistics Position Description

Fitted for Work

[www.fittedforwork.org](http://www.fittedforwork.org)

1800 418 532

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**Fitted for Work acknowledge the traditional owners of the lands on which we work, the Wurundjeri Woi Wurrung and the Darug people, and of the lands our services reach throughout Australia. We acknowledge their connection to lands, waters and communities and pay our respect to their Elders, past and present.**



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# Retail Volunteer: Warehouse and Logistics

**PLEASE NOTE THIS IS AN ONSITE VOLUNTEERING OPPORTUNITY IN RICHMOND, VIC.**

<b>Position Title:</b>	Retail Volunteer: Warehouse/Logistics
<b>Responsible To:</b>	Retail Team Leader
<b>Responsible For:</b>	Supporting the Retail Team in our warehouse in Richmond, VIC
<b>Key Result Area and Tasks:</b>	
	<ul style="list-style-type: none"><li>• Assisting with the organisation, sorting, and storage of donations to maintain an efficient and organised warehouse environment.</li></ul>
	<ul style="list-style-type: none"><li>• Coordinating with staff and other volunteers to prepare items for the Dressing Room and The Conscious Closet.</li></ul>
	<ul style="list-style-type: none"><li>• Participating in stock management, including recycling, sustainable disposal, and packing items for on-give charity partners.</li></ul>
	<ul style="list-style-type: none"><li>• Assisting with donation drop-offs, pickups, and liaising with donors as required.</li></ul>

## Commitment

- One 5-hour shift per week or fortnight on Tuesdays, Thursdays or Fridays, for a minimum of three months. Shorter shifts available upon request.

## Key Tasks

- Assisting with selection and preparation of clothing and accessories for the Dressing Room (Client Services) and The Conscious Closet (social enterprise), including ironing/steaming and merchandising
- Liaising face-to-face with donors and assisting with donation drop offs as required
- Assist and innovate with sustainable waste disposal, including cardboard/soft plastic recycling, textile reuse and recycling, and contribute to maintaining a clean and organised workspace
- Assist with sorting and packing of unwanted items for our on-give charity partners



- Ability to answer or appropriately redirect enquiries regarding Fitted for Work and/or The Conscious Closet
- Housekeeping duties
- Awareness and support in making monthly, quarterly and annual sales targets

## Knowledge, experience and skills required

### Essential

- Being organised, flexible and enthusiastic
- Ability to collaborate with a diverse range of people and take on a variety of tasks
- A friendly, honest and genuine approach to team work
- Basic math skills

### Desirable

- Interest and/or knowledge of current and past fashion trends
- Interest in fabrics, clothing styles and sustainability
- Experience in a warehouse or logistics setting

## Personal Attributes

- Strong communication and interpersonal skills
- Ability to work collaboratively with staff and volunteers
- Ability to work proactively in a workplace that is changing and evolving
- Ability to identify solutions to new and novel problems and implement them

## Purpose and Values Requirements

- Actively support Fitted for Work's **purpose**:
  - To help women experiencing disadvantage to get work, keep work and navigate their world of work.
- Support and live our **values**:
  - Generosity: We are generous in giving our time and resources to help others.
  - Respect: We respect ourselves, each other, our clients, volunteers and stakeholders. We treat everyone with compassion and understanding.
  - Courage: We are brave and do what is right even when it's difficult.
  - Innovation: Looking at new ways of doing things.

- Positively and constructively represent our organisation to all stakeholders
- Behave in a way that contributes to a workplace free of discrimination and bullying
- Operate in line with Fitted for Work policies and practices.
- Follow reasonable directions given by the organisation in relation to Occupational Health and Safety

# Locations

## National Office

513 Bridge Road,  
Richmond Vic 3121  
1800 418 532  
[volunteer@fittedforwork.org](mailto:volunteer@fittedforwork.org)

## Western Sydney

Suite 1, Level 6/85 George Street  
Parramatta NSW 2150  
02 9635 9909  
[sydney@fittedforwork.org](mailto:sydney@fittedforwork.org)

# Websites

Fitted for Work

[www.fittedforwork.org](http://www.fittedforwork.org)

The Conscious Closet

[www.theconsciouscloset.org.au](http://www.theconsciouscloset.org.au)

SheWorks

[www.sheworks.org.au](http://www.sheworks.org.au)

# Social

Fitted for Work

[twitter.com/fittedforwork](https://twitter.com/fittedforwork)

[instagram.com/fittedforwork](https://instagram.com/fittedforwork)

[linkedin.com/company/fitted-for-work](https://linkedin.com/company/fitted-for-work)

The Conscious Closet

[instagram.com/theconsciouscloset](https://instagram.com/theconsciouscloset)