

Position Available

Operations and Yard Coordinator

Reverse Garbage is a non-profit worker run co-operative based in West End. We work to conserve the earth's natural resources by diverting useful materials away from the waste stream and consequently reducing the demand for 'new' products and materials. To do this, we collect a wide range of discards, offcuts and unwanted items from industries, businesses and households around Brisbane and make them available at low cost to the community through our retail warehouse at 296 Montague Road. We also seek to change the community's attitudes to consumption and waste by conducting environmental-art and education workshops for participants of all ages. We are a highly respected part of our community and are an essential resource for the Arts and Education sectors in South East Queensland. We are committed to workplace equity and the values of environmental, social and economic sustainability.

We are currently seeking someone to take on the role of yard and operations coordinator. It is a permanent part-time (22.8hrs/wk) position and consists of two days assisting with the material sorting operations and one day of yard maintenance and general operations tasks. The rate of pay is \$16.51/hr. During the first six months of employment, with the rate rising once the worker has successfully applied for membership of the cooperative. The successful applicant will undergo on-the-job training for the position.

Interested applicants should have a high level of initiative and be able to demonstrate the following skills and experience:

- Manual dexterity and a high level of physical fitness
- Broad knowledge of the types of materials Reverse Garbage collects
- Material flow and storage management
- A knowledge of WH&S requirements,
- Excellent supplier/customer service,
- Good communication skills,
- Ability to delegate tasks,
- Problem solving ability.
- Supervision of other workers
- Keeping of appropriate records in both paper and digital format
- Knowledge of and commitment to environmental protection

Desirable

- A current open car license and clean driving record
- Database management
- Retail sales experience
- Stock display
- Experience working in a community group.
- Understanding of consensus decision-making.

The position will involve a mixture of responsibilities including:

- Warehouse operations, including sorting, pricing and display of incoming stock, and stock rotation,
- General warehouse and office and yard maintenance; waste management; and sourcing of staff amenities,
- Workplace health and safety within the warehouse and office,
- Ensuring the yard area of the premises is well maintained and well stocked.
- Development and monitoring of operations procedures,
- Administrative duties, including record keeping, data entry, and project management administration.
- Participation in meetings of the cooperative
- Eventually supervision of volunteers, Work for the Dole and Community Service workers,

We are seeking a person who can demonstrate a commitment to environmental issues, and who is willing to make a long-term commitment to Reverse Garbage and become a member and director of the co-operative. Reverse Garbage is an equal opportunity employer. Applicants must be prepared to work on weekends.

Applications close 9am Monday, 15th March, 2010. Please send a brief response to the above criteria and your resume to Reverse Garbage, PO Box 5626, West End, Q, 4101, drop it in to 296 Montague Road, West End or email it to info@reversegarbage.com.au. For further information, please call Eleanor Smith or Bill Ennals on 07 3844 9744.