

FOODBANK VICTORIA

POSITION DESCRIPTION



POSITION	Logistics Scheduler		
DEPARTMENT	Operations		
LOCATION	Yarraville		
REPORTS TO	Logistics Manager		
DIRECT REPORTS	Nil		
KEY CONTACTS	Logistics Team, Operations Team, Food Programs Delivery Team, Chief Operations Officer, People & Culture Team		
AWARD & CLASSIFICATION	RTD Level 3		
DATE	February 2025	EXECUTIVE SIGNATURE	<i>D Whitchelo</i>

ROLE PURPOSE

The Logistics Scheduler is responsible for supporting the logistics operations in receiving and distribution FBV and SBP products effectively and in a timely manner.

MAJOR ACCOUNTABILITIES

#1: Logistics Order Management

- Review outbound orders and determine dispatch method, 3PL or FBV
- Accurately complete invoices for agency orders and interstate movement.
- Communicate any order concerns with the Community team for resolution.
- Review, complete and communicate run sheets for the FBV drivers
- Review, complete and communicate the daily manifest and run sheets for 3PL transport.

#2: Logistics Support

- Provide support for day-to-day logistics scheduling for collections of donations and deliveries as required.
- Communicate effectively with suppliers, couriers, transport companies and other FBV departments.
- Support Pronto management for any transport method changes
- Document and escalate any supplier issues including shipping and receiving errors ensuring key stakeholders are updated.
- Assist with ensuring that the FBV transport fleet including fleet cars are maintained in safe working order.
- Manage rapid audits and complete relevant audits on Pool car fleet

<ul style="list-style-type: none"> • Ensure orders are dispatched in Pronto in a timely manner • Local and Interstate freight managed to established requirements • Manage and support asset management in Pallet watch and relevant systems • Review and complete allocation of costs against cost centres. • Support and monitor the digitization of scheduling for external and internal vehicles 	<ul style="list-style-type: none"> • and other logistics vehicles as per schedule • Manage Pool car fleet change over in line including the update of fuel cards, Linkt and branding. • Support Pool car booking system • Assist in the preparation of data to inform Logistics KPI's. • Support Logistics Coordinators for FBV and SBP as required
#3: Workplace Health and Safety (WHS)	
<ul style="list-style-type: none"> • Comply with all company policies, procedures, and code of conduct. • Assist achieving our company vision through meeting our legal, moral, and ethical obligations. • Ensure WHS policies and processes are adopted across the organisation. • Encourage continuous improvement in WHS practices by recommending changes and implementing agreed improvements. 	<ul style="list-style-type: none"> • Maintain a safe work environment for yourself, team members, volunteers, visitors, contractors, and other external stakeholders at all times. • Lead by example and display an active commitment to company policy and WHS compliance. Identify and report all incidents and safety hazards so that the appropriate review and corrective action can be taken. • Support Chain of responsibility compliance requirements including the completion of audits and attendance of training and reviews
#4: Self-Management	
<ul style="list-style-type: none"> • Positive participation in regular team meetings. • Inform team members and other departments of relevant information as appropriate. • Willingness to undertake training and development opportunities as appropriate. 	<ul style="list-style-type: none"> • Effective time management and organisational skills demonstrated through ability to meet deadlines. • Willingness to undertake other duties as required. • Demonstrate the Foodbank Victoria values of Empowerment, Accountability, Respect, Integrity, Diversity and Equality in all work activities
TECHNICAL KNOWLEDGE	PERSONAL ATTRIBUTES

<ul style="list-style-type: none"> • Certificate IV in Logistics and Supply Chain Principles or similar. • Experience within a food industry warehouse environment in a logistics or scheduling environment. • Excellent Microsoft Office and Pronto skills or other ERP. 	<ul style="list-style-type: none"> • 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. • Willingness to undertake a criminal record check. • Ability to work as part of a team in a fast-paced environment. • Problem solving skills. • Seeks feedback and responds appropriately. • Copes with change, effectively. • Takes initiative. • Works diligently to meet and exceed accountabilities. • Makes others feel valued. • Is reliable, consistent and fulfils commitments. • Maintains confidentiality. • Works collaboratively. • Plans and organises work efficiently and effectively. • Understands our markets, supply chain and operations. • Identifies opportunities to grow or improve the organisation. • Resourceful. • Innovative.
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VALUES	FOUNDATION BEHAVIOURS
Empowerment	
	<ul style="list-style-type: none"> • We develop Team Members and each other. • We challenge the status quo. • We provide the opportunity for ourselves and others to experience the value of our work. • We recognise and celebrate our accomplishments. • I have input and ownership.
Accountability	
	<ul style="list-style-type: none"> • We encourage excellence. • We encourage continuous improvement & learning. • We ensure performance management consistency. • We accept mistakes and learn from them. • I am accountable for my own performance. • I am part of a team.
Respect	
	<ul style="list-style-type: none"> • We encourage open, constructive feedback. • We give credit where credit is due. • We are inclusive. • We take the time to listen to each other.

	<ul style="list-style-type: none"> • We affirm our people. • We allocate tasks that are fair and reasonable to achieve.
Integrity	
	<ul style="list-style-type: none"> • We explain our decisions. • We do what we say we will do. • We call out an issue when it is evident. • Equal contribution is rewarded equally. • I lead by example. • I am committed to do my best. • I am encouraged to stand up for my beliefs.
Equality	
	<ul style="list-style-type: none"> • We encourage people to be themselves. • We strive to foster a sense of belonging in our workplace. • We ensure all people we interact with feel welcome, and a part of our family. • We are inclusive with our agencies and partners. • We strive to provide equal opportunity for all – internally and externally. • We call out practices which exclude others.
Diversity	
	<ul style="list-style-type: none"> • We recognise and encourage diversity in our workplace, in our programs and in the food, we provide to our partners. • We embrace diversity in all our people, their experiences, and points of view. • We value all cultures, backgrounds and genders. • We strive to form a diverse atmosphere for all people to be safe and secure. • By celebrating diversity, we help all people to feel included, safe and secure. • We do not tolerate discrimination. • We recognise and respect differences.