

Job description

WAREHOUSE TEAM MEMBER



Classification	Permanent Part-time
Hours per week	15-25 (approximately)
Location	Rocklea

About us

Spray-Free Farmacy is an online food store owned and managed by Brisbane couple Kristen and Trevor Ottaway. We launched the business in 2015 because we wanted to feed our family the best quality, local, chemical-free produce. We also wanted to make this produce easily accessible for our community and support our local, chemical-free farmers and artisan food makers.

We are very passionate about healthy living and preserving our planet for future generations. We encourage people in our community to make choices about food that are better for them, farmers and the planet. We appreciate and respect our farmers and food makers and work hard to provide a food system that is fair to them and extremely easy and convenient for our customers. We pride ourselves on providing amazing customer service.

After 6 years in business our small team has grown to 10 staff (plus us) and we feed approximately 600 families across Brisbane and the Gold Coast each week. We have around 27 pick-up points across Brisbane and the Gold Coast and offer home delivery as well.

Our produce comes from small farms that don't use chemicals – many are in the Woodford area, some in the Lockyer Valley and others are scattered around south-east Queensland and further south. We also stock an ever-expanding range of locally made organic groceries including pastured eggs, organic bread, organic dairy, honey, kombucha and much more.

Spray-Free Farmacy is much more than just a business to us, it's a community of people who care about their health and the planet. It supports the work of dozens of local farmers and food makers. We have big ideas for the future and we need an amazing Marketing Officer to help us bring them to life.

About the job

Our Warehouse Team is responsible for managing all grocery, fridge, bakery and frozen items including ordering, unpacking, rotating stock, disposing of rubbish and ensuring each customer gets exactly what they ordered packed into their box. The role works directly with our Warehouse Manager, Farmer Kel's produce packing team and our delivery drivers.

The Warehouse Manager will assist with packing most days but will most likely need to leave before all the boxes are packed. It will be up to this position to finish all boxes so you must be prepared to work autonomously until the job is done.

Key requirements include:

- Attention to detail – ensuring every customer gets what they ordered
- A love of great food – passionate foodies please apply!
- Ability to work autonomously, focus and get the work completed quickly
- Be fit and flexible enough to carry many boxes to the fridge and work in warm and cold conditions (the warehouse can get quite hot in summer and cold in winter)
- Ability to stay until the job is done no matter how late.

Key tasks

- Neatly pack grocery and fridge items into each order – wrap items appropriately to avoid damage and reduce condensation (take the initiative to determine what needs wrapping and find suitable materials to do this)
- Work closely with the produce packing team and Kel – maintain a good relationship and keep an eye out for opportunities for improvement
- Help the drivers on Thursday and Friday mornings – put ice packs into boxes, sort bread and pack frozen items
- Unpack orders received
- Rotate stock as needed
- Keep grocery area neat and tidy – wipe shelves, sweep floors etc.
- Dispose of rubbish appropriately – recycle boxes and soft plastics – regularly take soft plastics to recycling locations
- Ensure we always have a sufficient supply of ice packs (fill up lots of water bottles)
- Ensure we have enough clipboards, signs, blu-tac, stickers, pens and any other stationery/cleaning items available and stored neatly – purchase items as needed and provide receipts for reimbursement.

The person in this role may also be called upon from time to time to assist with delivering boxes – this may be in one of our vans or (if only 1 or 2 boxes) in your own vehicle.

Hours

Approximately 20 hours per week as follows (depending on how busy we are – you MUST be prepared to stay until the job is done as there is no-one else there to do it):

- Wednesdays – 12-6pm
- Thursdays –7.30am – 3pm
- Fridays –7.30am -3pm

20 hours is an estimate of how long it will take to get the job done. Some weeks may be busier and you may do a few more hours, some may be quieter and you may do a few less hours. You need to be prepared to work until the boxes are all packed.

Equipment

You will need your own, up to date mobile phone and be able to download the apps we use. Any expenses incurred in operating your phone will be your own.

Remuneration

\$27.50 per hour plus \$75 per week to spend in our online store.

Start date

This role is to start in our warehouse from 6 December. If we find the right applicant early than this we'd also love you to work Thursdays 26 November and 3 December.

To apply

Please email your resume and a cover letter explaining why you'd be an asset to our company to kristen@sprayfreefarmacy.com. We are looking for someone passionate about organic food who is highly motivated to do this job to the best of their ability.