

Position Description

<i>Position Title:</i>	The Play Way Warehouse – Pack and Ship Assistant
<i>Reports To:</i>	The Play Way – Creative Director
<i>Direct Reports:</i>	N/A
<i>AWARD:</i>	Health Professionals and Service Support Award
<i>Classification</i>	Dependant on Experience
<i>Last Amended</i>	Jan 2023

Position Purpose

The key focus of this role is to assist in the running of the TPP warehouse with the counting and receiving of stock, picking and packing, re-allocation of stock and assisting as needed with general warehouse tasks.

Along with needing great organisational skills to keep our warehouse in order and clean at all times, you will also be helping to load and unload trucks and ensuring stock is being packed, stored and shipped in an orderly manner.

The Play Way is a fast growing startup that has grown into its own brand after being developed as an offshoot of The Play Project's therapy services in 2022. The Play Projects developed accessible programs for their paediatric OT clients through Covid that were specially designed to help parents raise happy, healthy and confident children by incorporating more meaningful play into their everyday life. The programs consisted of self paced, therapist-guided online programs and printed resources as well as a physical 'toolbox' of play based resources that are delivered directly to the child's home. The outcomes of the programs were so remarkable that The Play Projects set about creating a company (The Play Way) to provide a platform for supporting all children to achieve their developmental goals through play. As such, The Play Way is expanding its offerings to include digital

only programs, more affordable options for non NDIS funded families, a selection of high quality, carefully curated, play based products that support child development and wellbeing, and a digital membership platform of trainings and resources for parents and therapists that will allow for future international expansion.

Key Performance Area & Responsibilities

The following description of responsibilities is not exhaustive and may include others as directed from time to time:

Key Performance Area: Warehouse duties

Key Tasks

- Assist in stock control, stock take and general warehouse duties
- Pick, Pack and Ship The Play Way products from our warehouse
- Preparation of The Play Way 'toolboxes' (the specially compiled play based activities sent to the child's home) including light assembly of the products
- Assist in the loading and unloading of stock and appropriate placement within the warehouse
- Contribute to a clean and efficient warehouse
- Logistics and courier communication
- Rotating stock and ensuring stock levels are adequate at all times
- Improving systems and procedures
- Ensure a high level of attention to detail when packing products. Checking items are in good working order, all parts of the program are included and labels are correctly applied.
- Other warehouse duties as determined by the Play Way Operations and Creative Manager.
- Maintaining an up to date and accurate Inventory system, working alongside the logistics x to track all incoming and outgoing stock.

Key Performance Area: Policies and procedures

Key Tasks

- To action established policies and procedures of The Play Way
- Follow all WHS policies/procedures to ensure the safety of your team and clients.
- Follow mandatory reporting procedures.
- Report all incidents in a timely fashion and mitigate risk by implementing relevant risk management strategies.
- To communicate the policies and procedures to appropriate clients/staff while ensuring accuracy in their interpretation and application.

Key Performance Area: Human Resources

Key Tasks

- Work with other staff to achieve desired outcomes.
- Keep the Operations Manager and HR informed of any staffing matters of your own or others that may be of concern/interest.

Key Performance Area: Organisational Responsibilities

Key Tasks

- Participate in The Play Projects performance review process.
- Observe a workplace culture of continuous quality improvement. This includes evaluating and improving current practices and working toward solutions.
- Observe and practise Workplace Health and Safety policies, guidelines and procedures.
- Other tasks as determined by the management team from time to time.

The Play Projects Values and Core Competencies

The following Values, core competencies and behaviours expected of an employee or potential employee:

Integrity

- Value honesty and openness
 - Take responsibility for your actions good and bad
 - Respect yourself and others around you no matter where you are
 - Demonstrate reliability and being trustworthy
 - Show patience and flexibility even when unexpected obstacles show up.
 - Demonstrate personal energy, and enthusiasm for programs and projects.
 - Demonstrate a passion for excellence and celebrate achievements
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Kindness

- Focus on others' needs, not just your own, and work on finding solutions for everyone.
- Offer a helping hand - get involved and be a part of the team. Where you see someone stressed, help them out. Where you can see someone is down, share lunch or a walk with them.
- Be there to listen and support the team, clients, and families
- Be an 'agent for change'
- Where you can, make time for personal connection. Talk in person with people and ditch the screens every now and again.
- Schedule kindness. Get into a routine of doing altruistic things for the people around you.
- Pay a compliment
- Smile

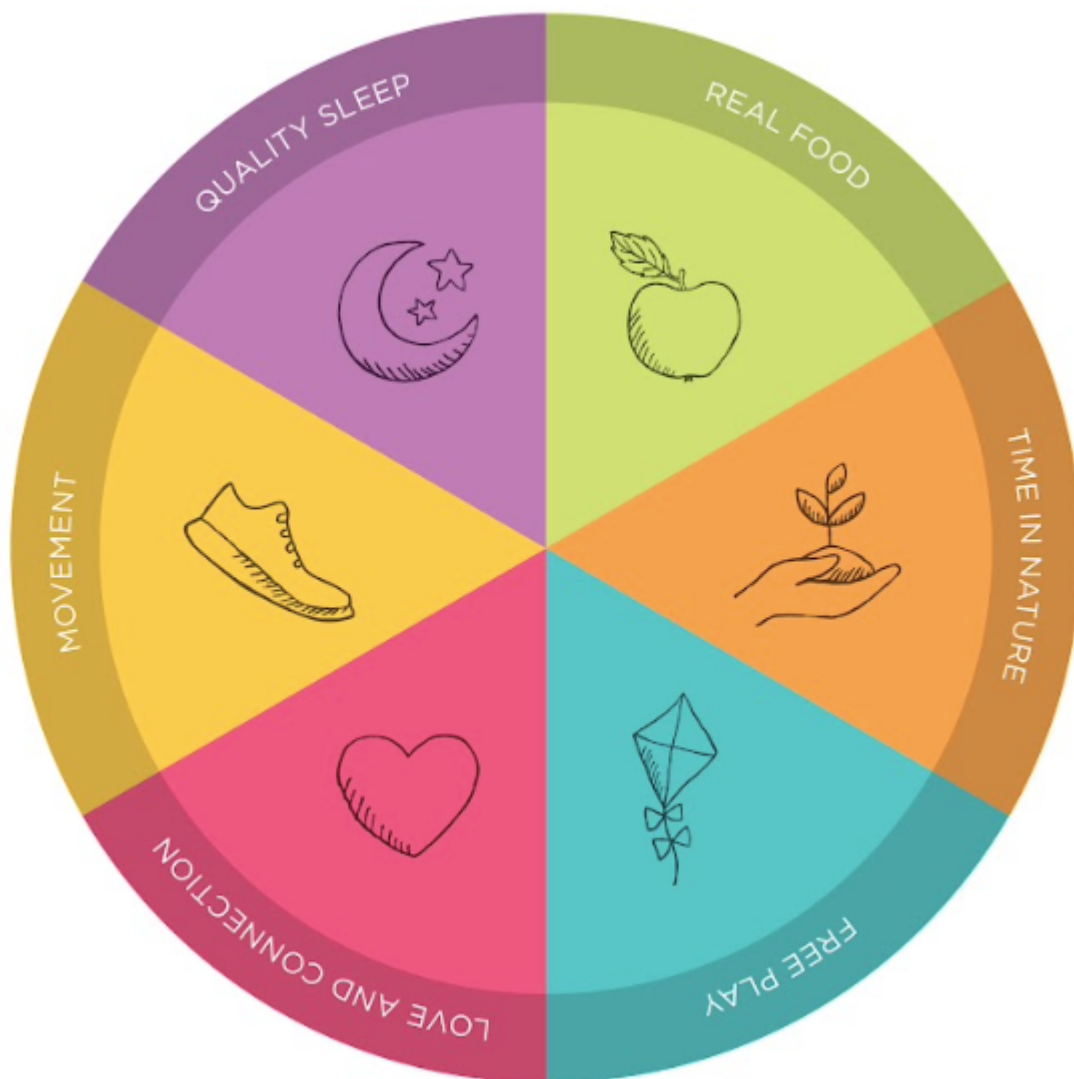
Generosity

- Seek enjoyment by directing some of your resources towards others' pursuits.
 - Find ways to help others to succeed
 - Rather than striving for perfection, strive to influence others (colleagues, clients, community, families) in a positive way
 - Share your optimism with others
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The Play Way Foundations for raising happy, healthy and confident kids

The following visual depicts the 6 foundations of The Play Way. These form the basis of all of TPW's programs to provide parents with the most evidenced based and outcome focussed tools to enable them to achieve the best outcomes for their child.

The Play Way is a child safe service that promotes the safety, wellbeing and inclusion of all children.



Position Specific Requirements & Qualifications

Essential:

- Highly motivated, quick learner with a positive work ethic
- Highly organised and efficient
- Ability to work unsupervised
- Commitment to Customer service
- Ensure Quality control over the packing and shipping of goods
- Good time management and initiative.
- Able to multitask and prioritise tasks
- Computer skills and experience
- Current valid Driver's Licence
- COVID Vaccination required

Desirable:

- Previous Warehouse experience advantageous (but not essential - on the job training will be provided).

The Play Way is a child safe service. We promote the safety, wellbeing and inclusion of all children. We also encourage applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

ACCEPTANCE OF POSITION DESCRIPTION

This position description will be reviewed annually, when the position becomes vacant or as deemed necessary.

EMPLOYEE:

DATE:

