

Warehouse Department

Position Title:	Evening Warehouse Forklift Supervisor
Reports To:	Evening Manager
In Absence of Above:	Warehouse Systems Manager
Location of Employ:	Glenda Drive , Queenstown
Hours of Work:	8 hours per shift
Days of Work:	5 shifts per week
Responsible For:	<ol style="list-style-type: none"> 1. Supervision of the evening shift team ensuring that all standards are met 2. Achieving Expected Results

Company Vision

“We will be the very best foodservice distributor by being innovative and responsive to the interest and continued success of our customers, which in turn will provide for the success of our co-workers, suppliers and community”

Position Summary

Supervise and delegate work to the evening shift picking and packing team following all real time dispatching processes. Assist with the picking, packing and loading of customer orders at either site one or site two ensuring that new team members are trained, standards are met, efficiency is maximised and the safety and security of the branch maintained.

KEY RESPONSIBILITIES AND EXPECTED RESULTS:

KEY RESPONSIBILITY	EXPECTED RESULT
Preparation for the shift is efficient and thorough	<ul style="list-style-type: none"> • Emails, open orders, sequence checks are all processed as per procedures • Effective liaison with 2nd site and Fresh Department results in the most efficient use of resources
Customer orders are prepared and trucks loaded	<ul style="list-style-type: none"> • Real time consolidated pick slips are generated as required and effectively delegated to ensure an even workload and training of new team members • Correct quantity, brand, size and quality of product is picked • Accurate weights (as required) are recorded • Bulk invoicing is completed as per procedures • Run deadlines are met
Assist with providing leadership, direction and feedback to ensure the performance of the evening shift teams	<ul style="list-style-type: none"> • The team receive effective on the job training, coaching and direction as measured by improvements in skills, knowledge, productivity, deadlines being met and reduction of errors • Performance of the team is measured and recorded and the team receive effective feedback including praise where deserved and clear, specific, constructive guidance where improvements are needed • Any serious breach of Bidfood standards, policies and procedures is reported

	<ul style="list-style-type: none"> • Morale and productivity is high, and staff turnover low as measured by staff surveys, exit interviews and informal feedback • Forward planning results in deadlines being met and the staff having their breaks • A high standard of cleanliness and tidiness is maintained throughout the ELA, freezer, chiller and warehouse
<p>Operate Forklift to move, stack and organise materials such as pallets, crates and containers within the yard, warehouse, chiller and freezer and train and supervise team members to do the same.</p>	<ul style="list-style-type: none"> • Ensure the safe and efficient loading and unloading of goods. • Perform routine maintenance checks on forklifts, addressing minor issues and reporting major faults. • Maintain accurate records of inventory movements and complete necessary documentation. • Adhere to health and safety regulations, including wearing appropriate safety gear and following operational protocols. • Loading and Unloading freight: load and unload goods from trucks, containers, or storage areas, ensuring items are handled properly and safely. • Transporting Goods within the Warehouse: move items from one location to another within the warehouse, including stacking, organizing, and storing goods in designated areas. • Sorting and Organizing Inventory: assist with periodic stock counts and inventory checks, using forklifts to move pallets in and out of storage for accurate counts. • Preparing Orders for Shipping: retrieve products from shelves or pallets and prepare them for shipment, ensuring they are packaged properly and ready to be loaded onto trucks. Assist in sorting goods by type, size, or destination and may place items in storage racks or shelves accordingly. • Material Handling: handle bulk materials, such as pallets, crates, and other large goods, ensuring proper loading and unloading techniques to avoid damage or injury. • Loading and Securing Goods on Trucks: arrange and secure items on trucks, ensuring proper weight distribution and that goods are safely and securely packed for transport. • Assisting with Returns: moving returned goods to appropriate areas for inspection, repackaging, or restocking. • Training and supervising team members on forklift.
<p>Complies with Health & Safety at Work Act 2015, Food Safety (FSP) and other relevant legislation</p>	<ul style="list-style-type: none"> • Staff are trained in the safe use of plant and equipment and adhere to all company policies and procedures including use of vehicles • Any health, safety, security hazards and accidents are investigated and reported through the appropriate reporting and action methods • Being fully conversant and compliant with company and department H&S and FSP procedures, policies and directives including cleaning schedules • Actively promoting safe work practices and compliance with FSP within department

The organisation recognises that over time employees will, through the natural process of gaining confidence in their ability and understanding of the systems, operate quicker and more efficiently at the job they hold. This will free up time that could be used to develop and enhance the skills, knowledge and abilities of the employee. As a consequence of this, and because the organisation is interested in developing each employee to their full potential, each employee, will from time to time, be asked to take on extra duties that are designed to upgrade their skills, knowledge and abilities. These extra duties will be discussed between the employee and his/her immediate manager, and the decision to allocate them will be taken jointly.

PERSON SPECIFICATION EVENING WAREHOUSE FORKLIFT SUPERVISOR

	ESSENTIAL	DESIRABLE
Educational/Technical Qualifications	<ul style="list-style-type: none"> Valid NZ Forklift License Must have a relevant qualification at NZQF Level 4 OR 3 years of relevant work experience 	<ul style="list-style-type: none"> Class One and Two Drivers License
Work Experience	<ul style="list-style-type: none"> Proven ability to lift up to 25 kg and work at a fast pace for up 10 hours Proven ability to work in cold conditions whilst wearing PPE 	<ul style="list-style-type: none"> Previous Bidfood or similar foodservice customer service/warehouse and/ or logistics experience
Interpersonal Skills	<ul style="list-style-type: none"> Displays a high level of self motivation, goal orientation, energy levels and desire to achieve excellent results Consistently portrays a positive impression and achieves desired outcomes by communicating effectively with a wide range of people despite language and other difficulties Displays flexibility to meet the needs of the business Prioritises tasks to meet deadlines to agreed standards whilst being flexible and adapting to changing demands Autonomously identifies needs and proactively works towards an effective solution gaining cooperation from others as required Remains calm, productive and focused in pressured situations achieving desired outcomes and maintaining positive relationships Displays a high level of integrity, honesty and reliability resulting in effective internal and external relationships Applies effective systems and checklists to ensure details are not overlooked Displays a passion for learning and improving product knowledge and negotiation ability 	
Technical Skills	<ul style="list-style-type: none"> Intermediate level competence with word, excel and email 	<ul style="list-style-type: none"> Competent with internal computerised stock and ordering systems

Evening Warehouse Forklift Supervisor Name

Evening Warehouse Forklift Supervisor Signature _____

Date _____

Manager _____ Date _____