



Job Description

Position: Nightshift Warehouse Store Person

Reports to: Nightshift Manager, Nightshift 2IC

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”

Branch Core Values

- Respect
- Trust
- Loyalty
- Integrity

Key Responsibilities

The key responsibility of the role is to pick, pack and load stock accurately and on time for daily deliveries.

Primary Objectives

Picking

- Pick stock from RF scanners to fulfil customer orders.
- Ensure random weights and stock that is not found, are noted and updated accordingly.
- 3. Follow all instruction on invoices or RF scanners. *Ensure that you notify your supervisor of any confusion or misleading product descriptions.*
- Ensure that changes to stock locations are advised to the stock controller and or your supervisor.
- Ensure that stock has been rotated on a first in- first out basis (FIFO) by ensuring that the oldest stock is picked first.
- When required, assist with investigations to locate missing stock.
- Ensure goods are placed in the correct loading location.

Packing



- Ensure that all stock is packed in categories, These include but are not limited to;
 - Frozen, Dry and Chilled goods packaged separately from each other.
 - Chemicals are not packed with food.
 - Fresh meat is placed in a separate bag before being placed in cartons.
- Ensure that cartons are not over packed.
- Fragile goods are not placed at the bottom of cartons and or are hand loaded.
- Ensure that the last three (3) digits of the invoice number and carton count number are labelled on each carton.
- Ensure that invoices have correct carton counts recorded. For example R for a repack (R4 equals 4 cartons), B for bulk (B4 equals 4 cartons).

Loading

- Ensure that all goods are loaded onto the correct trucks.
- Ensure that all stock is handled with care.

Administration

- Assist Nightshift Management with admin tasks as and when required.

Stock Take

- Assist with company stock takes.
- Assist with any stock recounts as directed by your supervisor, manager and or stock control.

Health and Safety

- Under the Health and Safety in Employment Act, 2015, you are obliged to take all practical steps to ensure your own safety at work and the safety of all other persons in the workplace.
- Ensure that all staff and or visitors are wearing the correct PPE.
- Ensure that all staff and or visitors are aware of all potential hazards.
- Ensure that all potential hazards are reported and that corrective measures are implemented.
- Ensure that all pallets are checked for damages and wrapped.
- Ensure that freezer doors are kept shut to avoid any ice build up.
- Ensure that all damages are reported and corrective measures are actioned immediately.



- Ensure that daily equipment and machinery checks are performed before use and immediately advise your Head of Department or Health & Safety officer of any damages or faulty equipment.
- Ensure that the Health & Safety Officer is advised of any new accidents, incidents or hazards immediately and report any additional health & safety concerns.

Food Safety

- As per your Employment Agreement, ensure that you maintain the highest levels of food safety.
- All stock must be stored up off the floor.
- Observe Company policies on personal hygiene, wounds and infectious illnesses.
- Ensure cleaning duties are performed as per section 8041 of the Food Safety Manual.
- Ensure damaged / contaminated stock is reported and isolated as per section 4040 / 4041 of the Food Safety Manual.
- Always maintain a high standard of dress, grooming and hygiene.
- Key Performance Indicators
- Your individual performance will be measured against the following criteria

Picking

- Ensure that goods are picked within the given time frame

Packing

- Ensure that goods are packed within the given time frame
- Ensure that credit stats are below 0.15% per run.

Loading

- Ensure that all goods are loaded before the cut-off time

Time Management

- Ensure that you are at work on time and ready to start your shift.
- Ensure that your supervisor and or Manager is notified of any absence due to sickness and or any other reason.

Health & Safety

- Ensure that all accidents and near misses are reported and recorded.
- Perform daily equipment and machinery safety checks as required before use. Advise your supervisor or any damaged or faulty equipment immediately.

Food Safety

- Completion of Food Safety records and obligations.



- No products are to be left on the Warehouse floor.
- All products are to be labelled.
- All damages must be removed from location and placed in the damages cage. All damages are to be recorded and reported to Quality Assurance and or Stock control.
- Maintain a high standard of dress, grooming and hygiene.

I accept this position and its accountabilities and I agree to use the systems, to meet the standards and to produce the stated outcome.

Other Duties

- Assist with any other reasonable duties as directed by your supervisor/manager