Schedule B - Bidfood Job Description

Warehouse Department

Position Title:	**Evening Shift Picker & Packer**
Reports To:	**Evening Shift Supervisor or Manager**
In Absence of Above:	Senior Evening shift Manager
Location of Employ:	54 and 197 Glenda Drive, Queenstown
Hours of Work:	3.00pm to 11:30pm (15.00 to 23.30)
Days of Work:	5 shifts per week according to the roster
Responsible For:	1. 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

To accurately pick and pack customer orders and load trucks.

KEY RESPONSIBILITIES AND EXPECTED RESULTS:

KEY RESPONSIBILITY	EXPECTED RESULT
Prepare orders for customers	• Correct quantity, brand, size and quality of product is picked • Accurate weights (as required) are recorded • Orders are 100% accurate or customers are notified of any discrepancies through internal systems • Develop product and customer knowledge • Customer orders are correctly packed, sealed and labelled ensuring product safety and that all food safety and Bidfood procedures are adhered to • Box and crate count on driver run sheet is accurately completed • If the employee has a current driver license assist with truck movement within the branch
Develop and maintain excellent internal relationships	• Night shift team, Customer service team, Day shift Warehouse team and branch management are up-dated as required re availability and quality of products and other relevant information
Provide assistance in other areas as required	• Especially when quieter assistance is provided to other areas where possible • Complete any other relevant warehouse tasks such as cleaning and rubbish removal • Staff meetings are attended and ideas for improvements or any concerns are communicated

Complies with Health & Safety at Work Act 2015, Food Safety and other relevant legislation	• Any health, safety, accidents or security issues are reported through the appropriate reporting and action methods • Fully conversant and compliant with company and department H&S and FSP procedures, policies and directives

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 SHIFT PICKER & PACKER

	ESSENTIAL	DESIRABLE
Educational/Technical Qualifications	•	• Current Fork lift license • Class 1 Drivers License
Work Experience	•	• Previous warehouse and / or delivery experience
Physical Requirements	• Capable of safely lifting up to and including 25 kg	
Interpersonal Skills	• Displays self motivation, goal orientation, energy and the desire to achieve excellent results • Prioritises tasks to meet deadlines to agreed standards whilst being flexible and adapting to changing demands • 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	
Technical Skills	•	•

Agreed by: Evening Shift Picker & Packer Name_____

Evening Shift Picker & Packer Signature_____ Date _____

Senior Evening shift Manager _____ Date_____