



<b>Date</b>	<b>26/05/2026</b>
<b>Position</b>	Night Shift Administrator
<b>Reports to</b>	Nightshift Manager
<b>Hours</b>	40 per week

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### **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”

### **Overview**

The primary responsibility of this role is to support efficient and accurate nightshift warehouse operations through strong leadership and expert use of the Warehouse Management System (WMS). This role is responsible for maintaining high standards of , scan compliance, picking accuracy, stock integrity, and operational efficiency, while providing training, guidance, and support to the nightshift team to ensure excellent service delivery to Bidfood customers.

### **Functional Relationships**

- Nightshift team
- Despatch and Distribution team’s

### **Key Responsibilities**

#### **Warehouse Management System (WMS) Responsibilities**

- Demonstrate strong competency in the use of Real-Time and Multi Pick systems.
- Act as the senior WMS user and subject matter expert during nightshift operations.
- Ensure compliance with WMS processes across receiving, put-away, replenishment, picking, and dispatch activities.
- Monitor scan compliance, data accuracy, and correct system usage.
- Provide coaching, training, and support to nightshift staff on WMS processes and best practice.
- Maintain high standards of location accuracy, picking accuracy, and bin management.

- Work collaboratively with Stock Control regarding stock variances, recounts, and investigations.
  - Ensure WMS errors are corrected promptly and staff are retrained where required.
  - Maintain a strong understanding of food products and warehouse processes.
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### **Team Participation**

- Contribute positively to a collaborative and supportive team culture.
  - Provide backup support to team members when required.
  - Participate in team-building and development opportunities.
  - Demonstrate Bidfood values, culture, and expected behaviours at all times.
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### **Time Management and Attendance**

- Arrive at work on time and ready to commence duties at the scheduled start time.
  - Demonstrate effective time management and prioritisation skills.
  - Complete all allocated tasks within required timeframes and communicate delays or issues where necessary.
  - Notify your Manager of any absence due to illness or other reasons prior to the agreed commencement time.
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### **Operational Responsibilities**

#### **Picking**

- Pick stock accurately from scanners to fulfil customer orders.
  - Record random weights and any stock shortages or missing items on pick sheets.
  - Follow all instructions noted on invoices and pick sheets.
  - Notify your Supervisor of any unclear or misleading product descriptions.
  - Advise the Stock Controller or Supervisor of any stock location changes.
  - Ensure stock rotation is maintained using First In, First Out (FIFO) principles.
  - Assist with investigations relating to missing stock when required.
  - Ensure goods are placed in the correct loading location.
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## **Packing**

- Ensure stock is packed correctly according to product category requirements, including:
    - Frozen, chilled, and dry goods packed separately
    - Chemicals not packed with food products
    - Fresh meat bagged separately before packing into cartons
  - Ensure cartons are packed safely and are not overfilled.
  - Ensure fragile items are packed appropriately and not placed underneath heavier items.
  - Label cartons clearly with the last three digits of the invoice number and carton count.
  - Ensure carton counts are accurately recorded on invoices, including:
    - Repack cartons (e.g. R4 = 4 cartons)
    - Bulk cartons (e.g. B4 = 4 cartons)
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## **Loading**

- Ensure all goods are loaded onto the correct trucks.
  - Handle all stock carefully to minimise damage.
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## **Additional Duties**

- Participate in company stocktakes as requested by Management.
  - Assist with additional warehouse or administrative duties as directed by Management, including but not limited to:
    - Out-of-stock reporting
    - Communicating late truck updates to drivers
    - Maintaining accurate customer information
    - Developing proficiency in Microsoft Excel and Word
    - Participating in workplace training programmes and product knowledge development
  - Provide product training, inductions, and systems support to colleagues where required.
  - Support Account Managers with escalations and investigations.
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## **Health & Safety Responsibilities**

Under the Health and Safety at Work Act 2015, employees are required to:

- Take reasonable care for their own health and safety and ensure their actions do not adversely affect others.
  - Follow all reasonable health and safety instructions and procedures.
  - Cooperate with Bidfood's health and safety policies and processes.
  - Report all accidents, injuries, near misses, hazards, or unsafe situations promptly to a Supervisor, Manager, or Health & Safety Coordinator.
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## **Food Safety Responsibilities**

- Bidfood operates a HACCP-based Food Control Plan (FCP) in accordance with the Food Act 2014 and associated food safety requirements.
  - Employees are responsible for complying with all food safety requirements outlined in the FCP.
  - Any irregularities or non-conformances must be reported immediately in accordance with standard operating procedures.
  - Employees may request access to the Food Control Plan through the Branch Food Safety Coordinator.
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## **Key Performance Indicators (KPIs)**

Performance in this role may be measured against the following:

- Accuracy of picking, packing, and WMS transactions
  - Scan compliance and location accuracy
  - Timely completion of operational tasks
  - Adherence to FIFO and stock handling procedures
  - Reduction of stock variances and WMS errors
  - Team participation and support
  - Compliance with Health & Safety and Food Safety requirements
  - Positive contribution to customer service outcomes
  - Attendance, punctuality, and reliability
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**Professional Development**

Bidfood recognises that employees develop greater capability, efficiency, and confidence over time. As employees grow within their role, they may be provided with additional responsibilities and development opportunities designed to enhance their skills, knowledge, and experience.

Additional duties and development opportunities will be discussed collaboratively between the employee and their Manager.

**Signature:** \_\_\_\_\_

**Date signed:** \_\_\_\_\_