**WINEWORKS LTD**

**POSITION DESCRIPTION FOR DISTRIBUTION COURIER PICKER**

Location: WineWorks Marlborough

Department: Distribution

Reports to: Distribution Team Leader

Date: September 2022

Working Relationships Internal: Distribution Team Members Day and Night Shift

External: N/A

Authority: Spending: N/A

 Staffing: N/A

**Our Culture**

We aspire to a culture where the following values shape our behaviour:

**Here for the client**

Our clients are our life blood. We know that they are why we are here. We work in a flexible and responsive manner to support their operations and meet their individual needs.

**Straight up**

We do what we say and we’re reliable. We take complete ownership of the process and the tasks that are asked of us. We’re committed to go about our job in a straight up way.

**We care**

Passion and pride run deep throughout our organisation. We care for the growth of our colleagues and clients, the safety of our workmates and the environment in which we live.

**Stronger together**

We’re one big team who embrace difference and respect each other regardless of job title. We emphasise the value that comes from working together with one focus.

**Accuracy is our game**

We get things right first time and take no shortcuts. Delivering quality, safe product consistently is our goal. We value expertise and work hard to maintain our high standards.

**Relentlessly driven**

We love to find solutions and believe there’s always a better way to do things. It is this spirit that built the business and will take it to the future.

**Role Purpose**

Entry level role which will assist the Warehouse and Distribution Team by ensuring accurate and timely picking for courier orders.

**Key Tasks and Expectations**

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| **Key Task** | Expectations |
| Order Picking | * Ensure accurate and timely picking (from the Let Down Zone)
* Prepare consignments so that they are fit and ready to be presented to the carrier in the time required
* Follow client instructions which may be included on the order
* Stack, wrap and configure pallets to meet client specifications
* Label and attach documentation as appropriate
* Complete the detail in the Picking Charge Sheet accurately
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| Health and Safety | **All Team Members:**All Team Members are required to observe safe work practices and rules relating to their work at all times, to ensure their own safety and that of others. In particular Team Members will:* Use plant, equipment, vehicles and materials safely an in the manner intended.
* Comply with all legislation, training, information and any instruction given by their employer.
* Communicate health and safety issues or concerns directly with their employer.
* Report and control all hazards, accidents or safety incidents observed in the workplace immediately.
* Report any pain or discomfort as soon as possible.
* Take an active role in workplace health and safety including participating at meetings, training and other health and safety related activities when offered.
* Correctly use and store any Personal Protective Equipment (PPE) and safety devices provided by the employer.
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| Food Safety | * To follow the requirements of the site food safety and HACCP Plan. Knowledge of CCP’s and training is required (For operations staff).
* Follow the requirements of food safety standards and certification standards, e.g. BRC Global Standard, WSMP, SWNZ and company policies and procedures.
* Ensure food safety, allergen and regulatory requirements are adhered to in all products.
* Carry out tasks in a hygienic manner that protects the products as per the hygiene policy.
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| Quality & Legality | * Promote and foster a quality oriented environment among staff, and quality consciousness within the organisation.
* Take responsibility for the quality of your own work and report any below standard inputs and outputs.
* Read, understand and adhere to the WineWorks Quality Policy
* To follow procedures pertaining to product legality, e.g. fill volume, traceability etc
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| Personal development | * Ensure you remain contemporary in terms of your technical and industry knowledge and capability through research, reading and relevant training and development opportunities
* Maintain a broad business and commercial perspective
* Proactively identify methods to utilise this information for the benefit of the business
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| Other duties - perform other duties as required | * Flexible & willing to perform a variety of tasks
* Willingly takes on additional tasks/responsibilities to assist the team and the client
* Actively participates in matters/meetings affecting the business, their team or their department
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| **Skills/Attributes required to perform position responsibilities & achieve results /outcomes:** |
| * Drive for results
* Client service focus
* Good verbal and written communication skills
* Analytical Thinking
* Continuous improvement orientation
* Committed to excellence and quality
* Able to work effectively in a team environment.
* Problem solving ability
* Honest, reliable, flexible and adaptable
* Good standard of personal presentation
* Strong people, client service and continuous improvement orientation
* Enjoys challenge
* Strong work ethic
* Positive ‘can do’ attitude
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