



Job Description for

Date	May 2026
Position	Day Shift – Warehouse Store person
Reports to	Day Shift Supervisor/Warehouse Manager
Hours	40 hours per week

Company Vision

“Partner of choice for Auckland’s foodservice”

Mission

Delivering Inspiration, innovation, creating culinary magic

Company Values

- Ownership – responsibility and accountability, we own it.
- Quality – in every thing we do, be the best.
- Care – about our people and customers
- People - people and team work drive our success
- Passionate – in all we do

Overview

The role is responsible for receiving, storing, picking, packing and dispatching goods using both physical processes and the Warehouse Management System (WMS). This role ensures high levels of inventory accuracy, traceability and operational efficiency while maintaining food safety and health & safety standards. Secondary responsibilities include maintaining a clean, organised and safe warehouse environment and supporting team operations as required.

Functional Relationships

- Dispatch Team
- Sales and Key Account Managers
- Warehouse Manager
- Operations Manager

Key Responsibilities

Warehouse Management System (WMS)

- Accurately use WMS across inwards receipting, location management, picking and packing
- Record all stock movements in real time to maintain inventory accuracy
- Complete receipting of inwards goods including quantities, batch and expiry details
- Maintain accurate stock locations and update any location changes immediately
- Follow system-directed picking to ensure order accuracy and efficiency
- Use RF scanners and devices correctly and report faults
- Ensure physical stock matches system records at all times

- Assist with cycle counts and stock takes using WMS processes
- Escalate discrepancies or system issues to the Supervisor
- Meet required productivity and accuracy standards when using WMS

Inwards Supply

- Check accuracy of purchase orders and delivery documentation
- Verify temperature-sensitive products and store promptly
- Report discrepancies or damages and assist with resolution
- Label products and pallets for safe storage and check best-before dates
- Break down pallets and group stock appropriately
- Record deliveries accurately in the WMS and investigate discrepancies

Picking

- Pick stock accurately using WMS-directed picking or pick sheets
- Record random weights and missing items
- Follow instructions and clarify discrepancies with Supervisor
- Notify stock location changes
- Rotate stock using FIFO
- Assist locating missing stock
- Confirm picks in system before dispatch

Packing

- Pack stock by category: Frozen, Dry and Chilled goods separately
- Keep chemicals separate from food items
- Bag fresh meat before placing in cartons
- Avoid overpacking and handle fragile goods carefully
- Label cartons clearly with invoice details
- Record correct carton counts on invoices

Loading

- Load goods onto correct trucks accurately
- Handle all stock with care to prevent damage
- Ensure loads are secure and ready for dispatch

Stock Storage

- Store goods safely following Health & Safety and Food Safety requirements
- Ensure stock is placed in correct WMS locations
- Rotate stock on FIFO basis
- Maintain tidy and organised storage areas
- Put away returned stock before shift end
- Shrink-wrap and label pallets clearly
- Complete location sheets accurately
- Communicate out-of-stock items

Forkhoist Stock Management

- Hold a current valid forkhoist licence
- Complete six-monthly assessments
- Operate forkhoist in accordance with SOPs and H&S requirements
- Store stock safely in racking and report damage

- Ensure equipment is maintained and charged

Stock Take

Assist with stock takes and recounts as directed

Team Participation

Support a collaborative team culture, participate in development activities and provide support as required

Time Management

Arrive on time ready to work, record attendance and notify absences appropriately

Key Performance Indicators

- Orders picked and packed accurately within timeframes
- Credit stats below 0.15% weekly
- Damages below 0.15% monthly
- WMS transaction accuracy $\geq 99.8\%$
- Real-time system compliance
- Stock discrepancies reported within shift
- FIFO compliance
- Location accuracy 100%

Health & Safety

Take reasonable care of your own health and safety and that of others, follow all policies and report hazards or incidents promptly.

Food Safety

Follow all HACCP-based Food Control Plan requirements and report any non-conformances immediately.

Employee Development

As you gain experience, you may be asked to take on additional duties to develop your skills. These will be discussed and agreed upon with your manager.

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.

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

Signature:

Date signed:
