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**Schedule B  
Job Description**



**Position** STORE PERSON  
**Reports to** WAREHOUSE MANAGER

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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:

- Pick and load stock for our delivery vehicles
- Maintain a clean and tidy warehouse

**Functional Relationships**

- Stock Controller, Warehouse Manager, Dayshift Store staff, Despatch Manager

**Key Responsibilities**

Stock storage

- Pack stock away ensuring stock is rotated on a first in – first out basis (FIFO).
- When required, assist with investigations to locate missing stock
- Label stock as directed using the labelling machine provided.

Picking

- Pick stock from pick sheets to fulfil customer’s orders. Ensure random weights and stock unable to be found is noted on the pick sheets. Keep the freezer and chiller doors shut
- Follow any instructions on invoices or pick sheets. Notify your Supervisor of any confusing instructions or misleading product descriptions
- Ensure that changes to stock locations are advised to the Stock Controller or your Supervisor
- Ensure stock has been rotated on a first in – first out basis (FIFO) by ensuring the oldest stock is picked first
- When required, assist with investigations to locate missing stock.

Loading

- Pack and load all stock off invoice for delivery runs. Handle stock with care.

Stocktake

- Assist with the Company stocktakes, including recounts.

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### Food Safety

- As per your Employment Agreement, ensure that you maintain the highest levels of food safety by ensuring that all frozen and chilled goods are placed in cold storage as a priority. All stock must be stored up off the floor.
- Observe Company policies on personal hygiene, wounds and infectious illnesses
- Perform cleaning duties as per the Cleaning Register and your Supervisor.
- Ensure that damaged and unsaleable products are removed from picking locations and repaired where possible. If not repairable, repack and advise your Supervisor for relocation details.
- Ensure that the Warehouse, Chiller and Freezers are kept tidy and free from rubbish.

### Health and Safety

- Adhere to Health and Safety rules outlined in your Employment Agreement and company Health & Safety Policies.
- Under the Health & Safety at Work Act 2015 and any amendments, you are obliged to take all practical steps to ensure your own safety at work and to ensure the safety of all other persons in the workplace.
- Ensure that the Safety Officer is advised of any new accidents, incidents or hazards identified immediately. Report any health and safety concerns to the Safety Officer.
- Perform daily equipment and machinery safety checks as required before use. Advise your Supervisor of any damaged or faulty equipment immediately.

### **Key Performance Indicators**

- Accuracy of picking, packing and loading orders
- Accuracy of product labelling and number of unlabelled items
- Level of product knowledge
- Compliance with food safety requirements
- Continuity of health and safety checks
- Freezer, Chiller, Warehouse tidiness at the end of your shift
- Attention to product handling ie damages during picking and loading
- Perceptions of teamwork by other staff with functional relationships
- Contribution to achievement of goals within overall operations group and Company