WineWorks Ltd
Position Description Warehouse Operations Team Member

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| Location | Auckland |
| Department: | Warehouse & Distribution |
| Reports to: | Warehouse Operations Team Leader |
| Date of Issue: | March 2024 |
| **Working Relationships** |  |
| Internal: | Warehouse and Production Teams |
| External: | Clients & Suppliers |
| **Authority** |  |
| Spending: | $ 0 |
| Staffing: | No direct reports |

Our Culture

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

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| **Logo  Description automatically generated** | 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.  |
| **Icon  Description automatically generated** | 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 are committed to go about our job in a straight up way. |
| **Icon  Description automatically generated** | 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. |
| **Icon  Description automatically generated** | 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. |
| **Icon  Description automatically generated with low confidence** | 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. |
| **Icon  Description automatically generated** | 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. |

Organisation Context

Role Purpose
To perform all aspects of the general warehouse duties with proficiency and in accordance with the SOP’s.

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| KEY TASK | EXPECTATIONS |
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| **Follows our Culture** | * Champions our culture, promotes & role models the values and behaviours at every opportunity.
* Ensures that their work is undertaken ethically, safely, sustainably and with a quality focus.
* Actively engages in development opportunities to support this.
* Engages in health, safety, sustainability & quality initiatives and seeks continuous improvement.
* Is compliant with relevant legislation and certifications, such as BRCGS, so as to meet legal and client requirements.
* Assists in projects to reduce our impact on the environment.   Is familiar with all relevant policies and procedures that support our Culture and compliance, understanding their roles and responsibilities that are described by these documents
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| **General Tasks** | * Conduct daily forklift checks.
* Safe and efficient operation of forklifts including cleaning, fuelling and minor maintenance in accordance with safety regulations.
* Loading and unloading of trucks or any delivery vehicle as per quality requirements.
* Container packing by use of slip sheet forklift, export pallets or hand stacking.
* Unloading containers.
* Pick and dispatch orders (domestic).
* Pick and dispatch orders (export containers).
* Carry out cycle counting as required.
* Physical stocktaking as required.
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| **General Tasks, Continued** | * Issue and return dry goods to production/warehouse.
* Storing and recording packed wine from production.
* Maintain accurate records.
* Efficient and logical use of warehouse locations.
* Maintain tidy and hazard free warehouse area including forklifts.
* Receive and check incoming goods as per SOP’s.
* Keep empty pallets / layer boards in appropriate configurations and designated areas.
* Provide forklift service to production.
* Assist other departments if required.
* Other warehouse duties as requested by Warehouse & Distribution Manager.
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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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Work Complexity

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| **Accountability** | **Complexity** | **People Responsibility** | **Relating to Others** | **Expertise** |
| Minor | Routine Tasks – Set Procedures | No Direct Reports | Courtesy Plus | Practical |

*Based upon Strategic Pay SP5 Job Evaluation Methodology – For HR Reference Only*

Leadership Competencies

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| **Leading Self** | **Achieves Results****Holding themselves accountable to meet their commitments** | **Builds Relationships and Values Difference****Building relationships through communication, valuing difference, and aligning with our values** | **Being Adaptable****Handling change and looking for better ways of doing things** |

Skills, Knowledge, and Experience

* OSH Forklift Licence essential, reach licence an advantage.
* Full driving licence required.
* Experience in warehousing / fast paced environment is desirable.