

**Bidfood Queenstown – Job Description**

**Warehouse Department**

Position Title:	<u>Warehouse Assistant</u>
Reports To:	<u>Warehouse Manager</u>
In Absence of Above:	<u>General Manager</u>
Location of Employ:	<u>54 or 197 Glenda Drive, Queenstown. Workplace areas: Dry warehouse, chiller, freezer or Fresh Produce department</u>
Hours of Work:	<u>8-10 hours per shift</u>
Days of Work:	<u>5 shifts per week as per roster</u>
Responsible For:	<u>1. Achieving Expected Results</u>

**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”

**Position Summary**

To assist with handling and storing of inwards goods in the correct location and ensuring date rotation. Assist with accurately picking, packing and loading customer orders. Complete warehouse duties including replenishment, emptying rubbish, cleaning and other related tasks. Location of work may be in our dry warehouse, chiller, freezer or fresh produce department. Forklift work will be required to assist with stock movement and replenishment.

**KEY RESPONSIBILITIES AND EXPECTED RESULTS:**

<b>KEY RESPONSIBILITY</b>	<b>EXPECTED RESULT</b>
<b>Pick, pack and load orders for customers</b>	<ul style="list-style-type: none"><li>• Correct quantity, brand, size and quality of product is picked</li><li>• Accurate weights (as required) are recorded</li><li>• Orders are 100% accurate or customers are notified of any discrepancies through internal systems</li><li>• Orders are packed according to food safety and customer requirements ensuring no damage to stock in transit</li><li>• Develop product and customer knowledge including knowing the customer's preferences</li></ul>
<b>Picking faces are replenished with correct stock levels</b>	<ul style="list-style-type: none"><li>• Sufficient stock is available for night shift teams to be able to efficiently pick</li><li>• Excess stock in racking is clearly labelled</li><li>• Excess stock is stored in racking close to picking or replenishment area.</li><li>• Warehouse is kept clean, tidy and all rubbish is removed.</li></ul>
<b>As delegated, ensure that checked inwards goods are correctly stored.</b>	<ul style="list-style-type: none"><li>• Product is quickly and correctly stored including rotation of stock, identification of old stock and</li></ul>

	<p>near to use by dates and removal of any sub-standard product</p> <ul style="list-style-type: none"> <li>• Date checks are made on stock to ensure stock quality, rotation and stock levels</li> <li>• Damaged Stock is identified and communicated to the Warehouse Manager</li> <li>• Return Stock areas are kept cleared and tidy</li> </ul>
<b>Operate Forklift (when trained) to move, stack and organise materials</b>	<ul style="list-style-type: none"> <li>• Ensure the safe and efficient loading and unloading of goods.</li> <li>• Loading and Unloading freight: load and unload goods from trucks, containers, or storage areas, ensuring items are handled properly and safely.</li> <li>• Transporting Goods within the Warehouse: move items from one location to another within the warehouse, including stacking, organizing, and storing goods in designated areas.</li> <li>• Sorting and Organizing Inventory: assist with periodic stock counts and inventory checks, using forklifts to move pallets in and out of storage for accurate counts.</li> <li>• Loading and Securing Goods on Trucks: arrange and secure items on trucks, ensuring proper weight distribution and those goods are safely and securely packed for transport.</li> </ul>
<b>Provide assistance in other areas as required</b>	<ul style="list-style-type: none"> <li>• Especially when quieter assistance is provided to other areas where possible</li> <li>• Complete delegated tasks such as yard, ELA, crate and warehouse cleaning</li> <li>• Complete any other relevant warehouse tasks</li> <li>• Staff meetings are attended and ideas for improvements or any concerns are communicated</li> </ul>
<b>Complies with Health &amp; Safety, Food Safety (FSP) and other relevant legislation</b>	<ul style="list-style-type: none"> <li>• Any health, safety, security issues or accidents are reported through the appropriate reporting and action methods</li> <li>• Fully conversant and compliant with company and department H&amp;S and FSP procedures, policies and directives</li> </ul>

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.

**PERSON SPECIFICATION WAREHOUSE ASSISTANT**

	ESSENTIAL	DESIRABLE
Educational/Technical Qualifications	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Equivalent NCEA Level One Maths &amp; English</li> <li>• Forklift License</li> </ul>
Work Experience	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Previous warehouse experience</li> <li>• Knowledge of and passion for New Zealand food industry</li> </ul>
Interpersonal Skills	<ul style="list-style-type: none"> <li>• Displays a high level of self motivation, goal orientation, energy levels and desire to achieve excellent results</li> <li>• Consistently portrays a positive impression and achieves desired outcomes by communicating effectively with a wide range of people despite language and other difficulties</li> <li>• Displays flexibility to meet the needs of the business</li> <li>• Prioritises tasks to meet deadlines to agreed standards whilst being flexible and adapting to changing demands</li> <li>• Remains calm, productive and focused in pressured situations achieving desired outcomes and maintaining positive relationships</li> <li>• Displays a high level of integrity, honesty and reliability resulting in effective internal and external relationships</li> <li>• Applies effective systems and checklists to ensure details are not overlooked</li> <li>• Displays enthusiasm for learning and improving product knowledge</li> </ul>	
Technical Skills	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with internal computerised systems</li> </ul>

Agreed by: Warehouse Assistant Name _____	
Warehouse Assistant Name Signature _____	Date _____
Manager _____	Date _____