



**TOGETHER  
BETTER  
BEST**



**WINEWORKS**

# WineWorks Ltd

## Position Description for Warehouse Distribution Team Member

Location	Marlborough
Department:	Warehouse & Distribution
Reports to:	Warehouse Distribution Team Leader
Date of Issue:	March 2024
<b>Working Relationships</b>	
Internal:	Warehouse & Distribution Team, Admin Team, Production Team
External:	Clients and Suppliers
<b>Authority</b>	
Spending:	\$ 0
Staffing:	No.

### Our Culture

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



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.



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.



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.



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.



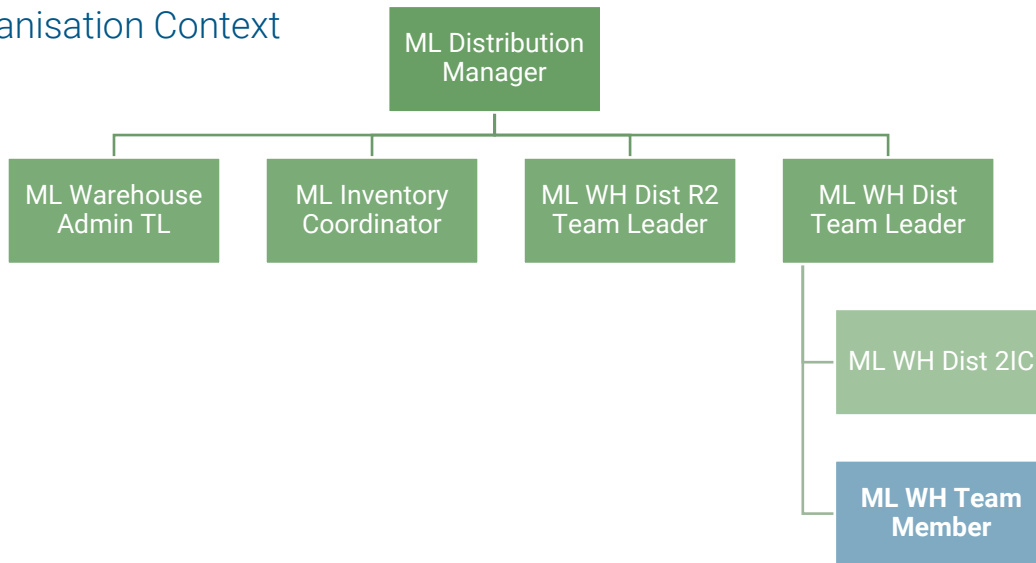
We get things right first time and take no shortcuts. Delivering quality, safe product consistently is our goal. We value expertise and work hard to maintain our high standards.



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

The role is to assist in the day-to-day operation of the WineWorks Marlborough Warehouse and Distribution function, ensuring stock and product are safely receipted and stored, that they are easily accessed and accurately picked and packed for distribution as required. The role will contribute to the smooth running of the department by maintaining positive relationships with clients and other team members, through identifying ways to improve processes and by maintaining a clean and tidy workspace. The role will also assist production as required.

KEY TASK	EXPECTATIONS
<b>Follows our Culture</b>	<ul style="list-style-type: none"> <li>Champions our culture, promotes &amp; role models the values and behaviours at every opportunity.</li> <li>Ensures that their work is undertaken ethically, safely, sustainably and with a quality focus.</li> <li>Actively engages in development opportunities to support this.</li> <li>Engages in health, safety, sustainability &amp; quality initiatives and seeks continuous improvement.</li> <li>Is compliant with relevant legislation and certifications, such as BRCGS, so as to meet legal and client requirements.</li> <li>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</li> </ul>
<b>Stock Receipt and Put Away</b>	<ul style="list-style-type: none"> <li>Follow documented procedures to ensure timely and accurate receipt of stock from production.</li> <li>Check incoming stock from off-site and complete associated documentation.</li> <li>Follow procedures to locate stock in designated areas.</li> <li>Ensuring correct transactions are completed to record stock movements.</li> </ul>
<b>Order Picking</b>	<ul style="list-style-type: none"> <li>Ensure accurate and timely picking.</li> <li>Prepare consignments so that they are fit and ready to be presented to the carrier in the time required.</li> <li>Follow client instructions which may be included on the order.</li> <li>Stack, wrap and configure pallets to meet client specifications.</li> <li>Label and attach documentation as appropriate.</li> </ul>



- Container Preparation and Loading
  - Ensure containers are clean and tidy.
  - Configure pallet loads to fit in container loads.
  - Load wine into containers by slip sheet, pallet or by hand.

- Production Support
  - Complete safe and timely wrapping of pallets (ex production) and stack awaiting removal and receipt.
  - Supply of materials (bins, pallets, layer boards, caps etc) to production lines as requested by the Line Supervisor or their delegate to ensure smooth and efficient running of the lines.

- 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.

- 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

## Work Complexity

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

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

## Skills, Knowledge, and Experience

- Experience in warehouse work in a fast paced environment
- 3 years plus work experience
- OSH approved forklift experience (reach truck experience is desirable)