**WINEWORKS LTD**

**POSITION DESCRIPTION FOR WAREHOUSE & DISTRIBUTION STORE PERSON**

Location: Hastings

Department: Warehouse and Distribution

Reports to: Warehouse Team Leader

Date: February 2020

**Working Relationships**

Internal: Other Warehouse & Distribution team members, Dry Goods, Management

External: Clients, Transport Operators, Suppliers, Service Providers

**Authority:**

Spending: n/a

Staffing: n/a

**Our Culture**

We aspire to a culture where the following values shape our behaviour and activity.

Our Clients pay the wages!

We are honoured that our clients choose us! We appreciate their value to us (irrespective of size) and so ensure our decisions add value to them. We work in partnership with them (as if we were on their site) and share the benefits our scale can bring. We do what we say we will. Our decisions are guided by the answer to the question “What do you think the client would feel about that?”

Lean works at WineWorks

We are never happy with the status quo and we use lean to find better ways to work. In partnership with each other and our clients, we strive to identify new ways to add value. We love innovation and respond to change positively. We consistently strive to make our environments safe.

One Team

We believe that we are stronger together than apart. We appreciate each other’s needs and contributions. We deal with disagreements maturely and see this is as an opportunity to improve. We enjoy working together to achieve success and we find opportunities to celebrate often! We choose to bring a “can do” positive attitude and act as solutions finders.

Trusted experts

We invest time and resources in remaining at the top of our game. We collaborate and share our knowledge and information where we can to add value to our client’s business. We use our established repeatable systems to get work done on time and right first time – we are trusted for the quality we provide. When there is an issue – we find a solution and fix it rather than finding someone to blame.

**Role Purpose**

**The role is to assist in the day to day operation of the WineWorks Hawkes Bay 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 to meet production plans as required.**

**Key Tasks and Expectations**

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| **Key Task** | Expectations |
| **Stock Receipt & Put Away** | * Follow documented procedures to ensure timely and accurate receipt of stock from production
* Check incoming stock from off-site and complete associated documentation
* Follow procedures to locate stock in designated areas
* Ensuring correct transactions are completed to record stock movements
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| **Order Picking** | * Ensure accurate and timely picking
* Prepare consignments so that they are fit and ready to be presented to the carrier in the time required
* Follow client instructions which may be included on the order
* Stack, wrap and configure pallets to meet client specifications
* Label and attach documentation as appropriate
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| **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
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| **Production Support** | * Production present packets wrapped.
* 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

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| **Machine Operations** | * Safely and efficiently operate materials handling equipment, such as forklifts and other
* Ensure issues affecting safety or smooth running are highlighted immediately
* Undertakes relevant checks and preventative maintenance as required by your role and for which you are trained

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| **Warehouse housekeeping** | * Using 5S ensure the warehouse is maintained in a clean, tidy and safe way and that this is a focus for continuous improvement
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| **Health and Safety** | **All Team Members:**All Team Members are required to observe safe work practices and rules relating to their work at all times, to ensure their own safety and that of others. In particular Team Members will:* Use plant, equipment, vehicles and materials safely an in the manner intended.
* Comply with all legislation, training, information and any instruction given by their employer.
* Communicate health and safety issues or concerns directly with their employer.
* Report and control all hazards, accidents or safety incidents observed in the workplace immediately.
* Report any pain or discomfort as soon as possible.
* Take an active role in workplace health and safety including participating at meetings, training and other health and safety related activities when offered.
* Correctly use and store any Personal Protective Equipment (PPE) and safety devices provided by the employer.
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| **Food Safety** | * To follow the requirements of the site food safety and HACCP Plan. Knowledge of CCP’s and training is required (For operations staff).
* Follow the requirements of food safety standards and certification standards, e.g. BRC Global Standard, WSMP, SWNZ and company policies and procedures.
* Ensure food safety, allergen and regulatory requirements are adhered to in all products.

Carry out tasks in a hygienic manner that protects the products as per the hygiene policy. |
| **Quality & Legality** | * Promote and foster a quality oriented environment among staff, and quality consciousness within the organisation.
* Take responsibility for the quality of your own work and report any below standard inputs and outputs.
* Read, understand and adhere to the WineWorks Quality Policy
* To follow procedures pertaining to product legality, e.g. fill volume, traceability etc
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| **Lean**  | * Approach all work in a ‘lean’ thinking manner
* Actively seek improvements
* Reduce waste by adding value for the client
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| **Personal development** | * Ensure you remain up to date in terms of your technical and industry knowledge and capability through research, reading and relevant training and development opportunities
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| **Other duties - perform other duties as required** | * Assists in the capture of data for departmental KPI’s, projects or other measurements as required
* Willingly takes on additional tasks/responsibilities to assist the team and the client
* Ensures all contact with colleagues and client is conducted in a courteous and professional manner
* Assists in the development and amendment of SOP’s for tasks and processes
* Supports the training of new members of staff
* Actively participates in matters/meetings affecting the business, their team or their department
* Willingly and flexibly performs other tasks (not listed in this document) including project work as required
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| **Skills/Attributes required to perform position responsibilities & achieve results /outcomes:** |
| * *Client service focus*
* *Drive for results*
* *Good verbal and written communication skills*
* *Planning and organising skills*
* *Analytical Thinking*
* *Continuous improvement orientation*
* *Good verbal and written communication skills*
* *Computer literacy*
* *Committed to excellence and quality*
* *Able to work effectively in a team environment.*
* *Problem solving ability*
* *Thorough understanding of Health and Safety in the Workplace*
* *Clean and full drivers licence held*
* *Analytical thinker*
* *Reliable, flexible and adaptable*
* *High standard of personal presentation*
* *Strong people, client service and continuous improvement orientation*
* *Thrives on challenge*
* *Strong work ethic*
* *Positive ‘can do’ attitude*
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| **Qualifications:** |
| * OSH Forklift Licence desirable
* Full driving licence required
* F endorsement desirable
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| **Experience:** |
| * experience in warehouse work in a fast paced environment
* 3 year’s plus work experience
* OSH approved forklift experience (reach truck experience is desirable)
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Employee …………………………….

Dated ……………………………..