

**Position - Store Person/Packer**

**Reports to - Operational Manager**

**Overview**

The primary responsibility of this role is:

* Receiving incoming goods and materials.
* Inspecting and verifying received items.
* Sorting, organizing, and storing inventory.
* Keeping track of stock levels and conducting periodic inventory checks.
* Picking and packing orders for shipment.
* Loading and unloading trucks or other vehicles.
* Operating equipment such as forklifts or pallet jacks.
* Maintaining a clean and orderly work environment.
* Following safety protocols and guidelines.

**Functional Relationships**

* Operations Manager, Floor staff, General Manager

**Key responsibilities**

Inventory Control

* Assisting with quality control inspections
* Check Best Before Dates (BBF) and Batch Numbers
* Pack stock away in a first-in, first-out (FIFO) basis.
* Assist with investigations to locate missing stock when required.
* Coordinating with other departments to ensure timely order fulfilment.
* Managing returns and exchanges.
* Label stock as directed.
* Keeping detailed records of incoming and outgoing shipments.
* Be able to read and fill out process sheets.

Packing Product into Bags & Loading it into bins

* Pack food products into bags ensuring they are correct weight.
* Be able to read Production instruction and follow instructions
* Putting Labels on bags
* Lifting bags up to load bins as required

Food Safety

* As per your employment agreement, ensure that you maintain the highest levels of Food safety by ensuring all stock must be stored off the floor.
* Observe company policies on hygiene , wounds and infectious illnesses
* Perform cleaning duties as per Cleaning Register and Manager.
* Ensure that damaged bags are replaced. If product is not suitable for customer, advise manager for relocation details
* Ensure that packing areas are kept tidy and free from rubbish

Health and Safety

* Adhere to Health and Safety rules outlined in your employment agreement and company Health and Safety Polices.
* Under the Health and 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 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 machine safety checks as required before use. Advise Manager of any damaged or faulty equipment immediately.

**Key Performance indicators**

* Accuracy of filling out process sheets
* Accuracy of product labelling
* Level of product knowledge
* Compliance with food safety requirements
* Continuity of health and safety checks
* Tidiness at end of each shift
* Attention to product handling i.e. Product damages
* Perceptions of team work by other staff with functional relationships.
* Contribution to achievement of goals within overall operations group and company.