



Job Description

Position Picker-Packer – Night Shift

Reports to General Manager

Company Vision

“We will be the very best fresh produce 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.”

Overview

The primary responsibility of this role is to pick, pack and load orders for Bidfresh customers in an accurate, polite and friendly manner while following company procedures.

Key Responsibilities

1. Picking

- Become familiar with the location of produce in the warehouse.
- Pick stock from pick sheets to fulfil customer orders.
- Accurately record correct weights on pick sheets (meet but not exceed required weight by more than 300gms).
- Ensure stock that is not found, is noted on the pick sheet.
- Follow all instructions on invoices or pick sheets. Ensure that you notify your supervisor of any confusion or misleading product descriptions.
- Ensure that stock has been rotated on a first-in first-out basis (FIFO) by ensuring that the oldest stock is picked first.
- When required, assist with investigations to locate missing stock
- Ensure goods are placed in the correct loading location.

2. Packing

- Record the correct customers name on the carton or crate as indicated on the pick sheet.
- Ensure that cartons are not over-packed.
- Never pack bruised, damaged or inferior products.
- Fragile products are not placed at the bottom of cartons.
- Follow instructions for recording box/crate counts on Driver documentation

3. Loading

- Ensure that all goods are loaded onto the correct trucks and follow delivery sequence.
- Ensure that all stock is handled with care and heavy cartons are not placed on top of fragile cartons.

4. Maintain the tidiness and cleanliness of all work areas:

- Assist with cleaning as directed.
- Empty crates, boxes and bins are removed.
- Floors are kept free of debris.
- Rubbish bins are emptied when full separating paper, cardboard and plastic for recycling.
- Work benches and shelf underneath are sanitised whenever dirty.
- Ensure there is a sufficient supply of crates and boxes at all times.

5. Other duties:

- Assist other staff with any other sundry duties as directed by your manager.

Health & Safety

Under the Health and Safety at Work Act 2015 you are obliged to:

- Take reasonable care of your own health and safety, including reasonable care that others are not harmed by something you do or don't do.
- Follow reasonable health and safety instructions given by anyone at Bidfood, as far as you are reasonably able to.
- Cooperate with any reasonable Bidfood business policy or procedure relating to the workplace's health and safety.
- Ensure that all accidents, injuries near misses or hazards that occur at work or that affect your work are reported as soon as possible to your Supervisor/Manager or branch Health and Safety Coordinator.

Food Safety

- Bidfood has a HACCP based Food Control Plan (FCP), developed to meet the legal requirements of the Food Act 2014 and other Food Safety requirements
- You are responsible for following Bidfood's Food Safety requirements under the FCP. Please see the branch Food Safety coordinator for a copy of the FCP.
- You must immediately report irregularities or non-conformances using the standard operating procedure defined in the FCP.

Key Performance Indicators

Picking, Packing and Loading	• Orders are picked and packed accurately. • Goods are packed to minimise damage. • All goods are loaded before the cut-off time.
Time Management	• You are at work on time and ready to start your shift • Your Manager is notified of any absence in advance of the day where possible.
Health & Safety	• All near misses, accidents and damage to company property reported.
Food Safety	• All paperwork and daily compliance completed and submitted. • No products are left on the Warehouse floor • All damages are removed from location and placed in the designated warehouse location. • All damages are recorded and reported • A high standard of dress, grooming and hygiene is maintained at all times

An attendance allowance of \$3/hour is payable for all hours worked (not payable on any leave)