

Job Description for

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| Date | March 2026 |
| Position | Night Shift - Warehouse Store person |
| Reports to | Night-shift Warehouse Manager/ Operations Manager |

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”

Key Responsibilities

The key responsibility of the role is to pick, pack and load stock accurately and on time for daily deliveries.

Primary Objectives

Picking

- Pick stock from pick sheets to fulfil customer orders.
- Ensure random weights and stock that is not found, are noted on the pick sheet.
- Follow all instruction on invoices or pick sheets. Ensure that you notify your supervisor of any confusion or misleading product descriptions.
- Ensure that changes to stock locations are advised to the stock controller and or your supervisor.
- 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.

Packing

- Ensure that all stock is packed in categories, These include but are not limited to;
- Frozen, Dry and Chilled goods packaged separately from each other
- Chemicals are not packed with food.
- Fresh meat is placed in a separate bag before being placed in cartons.
- Ensure that cartons are not over packed.
- Fragile goods are not placed at the bottom of cartons and or are hand loaded.
- Ensure that the last three (3) digits of the invoice number and carton count number are labelled on each carton.
- Ensure that invoices have correct carton counts recorded. For example R for a repack (R4 equals 4 cartons), B for bulk (B4 equals 4 cartons).

Loading

- Ensure that all goods are loaded onto the correct trucks.
- Ensure that all stock is handled with care.

Stock Take

- Assist with company stock takes.
- Assist with any stock recounts as directed by your supervisor, manager and or stock control.

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

Your individual performance will be measured against the following criteria

Picking

- Ensure that goods are picked within the given time frame

Packing

- Ensure that goods are packed within the given time frame
- Ensure that credit stats are below 0.15% per run.

Loading

- Ensure that all goods are loaded before the cut-off time



Time Management

- Ensure that you are at work on time and ready to start your shift.
- Ensure that your supervisor and or Manager is notified of any absence due to sickness and or any other reason.

Health & Safety

- Ensure that all accidents and near misses are reported and recorded.
- Perform daily equipment and machinery safety checks as required before use. Advise your supervisor or any damaged or faulty equipment immediately.

Food Safety

- Completion of Food Safety records and obligations.
- No products are to be left on the Warehouse floor.
- All products are to be labelled.
- All damages must be removed from location and placed in the damages cage. All damages are to be recorded and reported to Quality Assurance and or Stock control.
- Maintain a high standard of dress, grooming and hygiene.

I accept this position and its accountabilities and I agree to use the systems, to meet the standards and to produce the stated outcome.

Signature:

Date signed:
