



Job Description

Date

Position

Day Shift - Warehouse Store person

Reports to

Assistant/ Warehouse 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 replenish stock in the correct locations, pick and load stock for delivery to customers, while maintaining a clean and tidy warehouse environment.

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
- Follow branch procedures for recording box/crate counts on Driver documentation

Loading

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

Stock Storage

- Ensure that all goods are stored and rotated on a FIFO (First in First out) basis
- Ensure products are stored in the correct locations
- Ensure that all products are handled with care in order to minimise any damages
- Ensure that all returned stock is put away as required and before the end of the shift
- Ensure that all bulk pallets are shrink wrapped and clearly labelled
- Ensure that all location sheets are completed
- Ensure that all Out of Stocks are communicated to the correct branch employee(s)

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 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, Packing & Loading

- Goods are picked within the given time frame and meet accuracy targets
- Goods are correctly packed to minimise damage and meet Food Safety requirements within the given time frame
- Credit statistics meet targets
- All goods are loaded before the cut-off time

Stock Storage

- All goods are stored and rotated on a FIFO basis, this will be measured against the quantity of expired stock write-offs
- The level of damages do not exceed monthly targets
- All returned stock is put away as required and before the end of the shift
- The location sheets are completed – 100%

Time Management

- You are at work on time and ready to start your shift
- Your Supervisor and / or Manager is notified in the required manner of any absence due to sickness and or any other reason

Health & Safety

- All accidents and near misses are reported and recorded
- Daily equipment and machinery safety checks are completed before use. Your Supervisor and/or Manager are notified of any damaged or faulty equipment immediately
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Food Safety

- Accurate and timely completion of Food Safety records and obligations
- No products are left on the Warehouse floor
- All products are labelled
- All damages are removed from location and placed in the designated warehouse location. All damages are recorded and reported to the appropriate branch employee(s)
- A high standard of dress, grooming and hygiene is maintained at all times

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

Employee Name: _____

Employee signature: _____

Date: _____