Job Description

**Position** Nightshift Warehouse 2IC

**Reports to**  Nightshift Operations Manager

**Responsible for** Assisting withNightshift Overall Operations

**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 roles key responsibility is to supervise the Operations of Nightshift Department and any additional responsibilities as directed by your Manager.

**Despatching and CSR duties as follows;**

Provide administrative and organisational assistance to the Night Shift team by:

* Running and amending pick sheets, coordinating invoices and amending them accordingly in a timely manner.
* Run invoices and assign to correct run folders by the time when truck is due for loading.
* Checking drivers Run lists for corresponding runs.
* Investigating and resolving all out of stocks in conjunction with team leaders and storeman.
* Updating the out of stock spreadsheet by the end of the shift “as per how to Despatch - Night SOP”
* Sub like products where possible to ensure customer satisfaction and minimisation of hot runs, fixing errors.
* Monitor and manage the damages report across all three warehouses
* Assist with the loading of trucks when required
* Amending all invoices with line text explanation.
* Daily checks of the open order report to ensure no orders go undelivered “as per how to Despatch - Night SOP”
* Ensure that all emails, voicemails, on holds are promptly/accurately answered/cleared and order keyed. On hold text to be passed on where required, credit limits are raised if need it and info send to the accounts Person.
* Monitor any damages across all three warehouses and ensure that accurate reports are provided to the Stock Controller or Warehouse Supervisor.

**Picking and Loading goods as follows;**

* Maintain constant communication with your team to ensure pick and loads are done within deadlines
* Preparation of documentation for picking, loading, truck despatch see despatching and CSR duties.
* Ensure that the team checks the quality of all products prior to despatch to ensure it conforms

to the limitations governed by our Food Safety Program, i.e. within best before dates, no dented cans, packaging sealed to prevent contamination, and products conform to New Zealand labelling requirements and is clearly identifiable, clean product ie. Dust on cans etc.

* Balancing the workload amongst staff ie. Rotation of staff between picking, packing and loading pallets. Cross training where possible, freezer, chiller, dry store.
* Ensure that non-conforming products are reported to your Supervisor and placed/recorded in the designated damaged areas of the warehouse.
* Ensure carton labelling and order locations are clearly identified on cartons and invoices.
* Ensure that no stock leaves the Warehouse without an invoice or manual RT docket.
* Ensure that all goods are loaded onto the correct trucks in the right sequence with the correct

sequence number.

* Ensure that all stock is handled with care, when picking and loading on trucks.
* To pick and pack, load stock on truck accurately and within the given time frame is the key.
* Be able to Train, Motivate and lead the Nightshift team in any situation.
* All out of stocks are investigated prior to invoices being amended (OOS, Circles)

**Manage all staffing needs, including**

* Break times are followed
* Communicate on the highest level within the team members and Managers
* Perceptions of teamwork by other staff with functional relationships
* Lead by example, always think of extra improving and training for others and yourself.
* Assist other staff with sundries duties as directed by your Manager.
* Shine the light with a positive and motivating attitude

**Monitor Equipment, tools, including**

* Report any warehouse racking that is not in optimal condition
* Report ladders, trolleys and pallet jacks which are not in correct working order to you Manager.
* Check for all trucks in use to be cord plugged in when loading and docking around the yard
* Ensure that truck temperatures are checked and recorded prior loading
* Ensure after freezer is loaded, dividing curtain is fitted properly and securely.

**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 recorded to our system “Engage” then the concerned managers will receive notification
* All Freezer employees have completed their induction, reviews and any necessary ongoing refresher training.
* Ensure all staff is wearing the correct PPE as per the H&S guidelines Policy.

**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.
* Ensure that truck temperatures are checked and recorded prior loading (Overnight storage of goods in truck Form FS 06 PRODUCT TEMPERATURE CHECKS FOR OVERNIGHT STORAGE IN TRUCK FORM)
* No products to be left on the warehouse floor – must be on pallets
* All products are to be labelled, check for BB dates etc.

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_