

Schedule B

Job Description

Position Nightshift Store Person/Inwards

Reports to Nightshift Supervisors and 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”

Overview

The primary responsibility of this role is:

- To follow Inwards Goods and Stock Management Procedures
- To Pick and Pack Customer orders – ensuring they are made up correctly and meet Bidfood high quality standards and timeframes
- Attention to product handling – reducing damages during picking, loading and delivery
- Monitor stock rotation – FIFO
- Maintain a level of product knowledge
- Maintain a clean and tidy warehouse
- Ensure that Food Safety protocols are adhered to and that all paperwork that is required is filled out and retained for records.
- Complete all maintenance and care checks for machinery and equipment

Functional Relationships

- Warehouse Department, CSR Department, Purchasing Department, Night shift staff

Key Responsibilities

<i>Maintain the tidiness and cleanliness of chillers and work areas</i>	<ul style="list-style-type: none">• Empty crates, pallets, 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 are sufficient supply of crates, pallets and boxes at all times near pack benches – as per specific “Division” requirements
<i>Ensure a friendly, helpful and efficient service is provided</i>	<ul style="list-style-type: none">• All complaints or customer feedback is responded to politely and passed onto the correct person, IE your manager.

<p><i>Inwards Goods and Stock Management</i></p>	<ul style="list-style-type: none"> • Follow Inwards goods procedure ensuring that all Food Control Plan requirements are met. • Assist with the unloading of all inwards goods as required • Record Temp, Time/date, trucking company, damages, stock descriptions, pack size and quantities are accurate. • Sign for inwards goods as long as they meet our FCP and all documentation is correct. This must be given to purchasing in a timely manner • Any non conforming product is communicated to purchasing • Complete stock requests for credit for stock being returned to Suppliers • Procure emergency stock from local markets as required for each shift to minimise shortfalls and out of stocks • Assist with Company stocktakes as required • Missing stock investigations are conducted in a timely manner • Stock counts are performed in a timely manner <p><u>Ensure stock is warehoused accordingly</u></p> <ul style="list-style-type: none"> • Correct locations • Stock rotation allows oldest dates to be picked first • Short date checks are performed and recorded as per FCP • Product dates are recorded on inwards documents for chiller and freezer.
<p><i>Ensure that all customer orders are made up correctly and meet Bidfood standards and timeframes</i></p>	<ul style="list-style-type: none"> • Key account customers are given priority • Orders are prioritised to meet deadlines • Orders are packed to enhance appearance, reduce the risk of damage or overflow during delivery but minimise freight costs. • Orders are placed in the correct despatch area • Completed orders are passed to the office for invoicing as soon as possible • Assist in the loading of vehicles when required • When loading vehicles assure that they are packed in a safe and orderly manner while meeting the FCP requirements. • Labelled picked product by run • Vehicle is loaded to maximise efficiency and accuracy of delivery
<ul style="list-style-type: none"> • <i>FRESH DIVISION SPECIFIC</i> <i>Collect produce from the chillers and warehouse as per the sales orders and pack</i> 	<ul style="list-style-type: none"> • Indicate on the sales orders which items you will be collecting (no more than 3 at a time) • Learn the location of each item and collect them in the most efficient way • Correct quantity and quality of produce is collected • Accurate weights of each product is recorded on the sales order • Follow any instructions on invoices or pick sheets • Know who the order is for, if it's to be packed into a crate or box and the customer's preferences • Product is trimmed as required to enhance appearance • Ensure stock substitutions and/or random weights are noted on pick sheets, including weighted slips, and the amendment completed • Monitor stock rotation by ensuring that stock is rotated on a first in first out basis (FIFO) by picking oldest stock first • Attention to product handling – reducing damages during picking, loading & delivery • Bruised or damaged products are removed from bins and disposed of

	<ul style="list-style-type: none"> • Ensure that changes to stock locations are advised to the Supervisor or Stock Control • Advise Supervisor of stock unable to be found • Product is picked up from various suppliers when required • Meet the packing target of between 2 minutes per line packed • Minimal customer complaints (< 5%), related to wrong make-up of orders or sub-standard product • Accurate charges are made for crates or boxes noted • All deliveries are correctly labelled • Orders are prepared and correctly stored for next day for early deliveries
Internal Relationships	<ul style="list-style-type: none"> • Attendance and constructive contribution made to tool box meetings • Assistance is provided to other areas as required • Good Interdepartmental communication takes place
Complies with Health & Safety, Food safety and other relevant legislation	<ul style="list-style-type: none"> • Any health, safety concerns or incidents are reported to your manager and logged into Montage • Fully conversant and compliant with company and department H&S and food control procedures policies and directives • Adhere to Health and Safety rules outlined in in your Employment Agreement. • Under the Health and Safety at Work Act 2015, 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. • Observe Company policies on personal hygiene, wounds and infectious illnesses • You are required to log into E road when operating a company vehicle.

The organisation recognises that over time employees will, through the natural process of gaining confidence in their ability and understanding of the systems; operate quicker and more efficiently at the job they hold. This will free up time that could be used to develop and enhance the skills, knowledge and abilities of the employee. As a consequence of this, and because the organisation is interested in developing each employee to their full potential, each employee, will from time to time, be asked to take on extra duties that are designed to upgrade their skills, knowledge and abilities. These extra duties will be discussed between the employee and his/her immediate manager, and the decision to allocate them will be taken jointly.

- **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: _____