

Schedule B

Schedule B: Job Description

Position Store Person

Reports to Warehouse Manager, General 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 breaking down and moving around the warehouse
- Adhere to stock rotation principles – FIFO
- Maintain a level of product knowledge
- Maintain a clean and tidy warehouse

Functional Relationships

- The Purchasing Manager, Stores Team, Warehouse Manager, Area Supervisor

Key Responsibilities

<ul style="list-style-type: none">• <i>Collect produce from the chillers and warehouse as per the sales orders and pack</i>	<ul style="list-style-type: none">• 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• 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• Ensure that changes to stock locations are maintained• Advise Supervisor of stock unable to be found
<ul style="list-style-type: none">• <i>Maintain the tidiness and cleanliness of work areas</i>	<ul style="list-style-type: none">• 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 are sufficient supply of, cheps and boxes at all times
<ul style="list-style-type: none">• <i>Inwards Goods and Stock Management</i>	<ul style="list-style-type: none">• Follow Inwards goods procedure ensuring that all Food Safety requirements are met• Assist with the unloading of all inwards goods as required

	<ul style="list-style-type: none"> • Count and check all inwards goods on arrival into store • Check that a Purchase order exists and that stock descriptions, pack size and quantities are accurate. Verify that packaging and labelling will meet our storage and picking requirements • Notify the Purchasing Department of any stock balance or item description discrepancies • Ensure that all goods received are free from contamination or damage before signing documentation • Ensure that any temperature sensitive goods received are placed in Freezer or refrigeration as a priority • Ensure that any temperature sensitive goods that do not meet temperature levels are recorded and dealt with as per Food Safety Plan and liaised with the Purchasing Department • Pack stock away ensuring stock is rotated on a first in – first out basis (FIFO) • Record best by dates for the chiller and freezer • Any unexpected stock that is delivered into the building must also be noted on a proforma form • Liaise with the Purchasing Department when stock needs reordering • Ensure that the stock locations are maintained • Advise the Purchasing Department of any discrepancies • Manage the return for credit stock (RFC) • Liaise with the Purchasing Department as and when required • Assist with Company stocktakes as required
<ul style="list-style-type: none"> • <i>Ensure that all customer orders are made up correctly and meet Bidfood standards and timeframes</i> 	<ul style="list-style-type: none"> • Assist in the loading of vehicles when required • When loading vehicles assure that they are packed in a safe and orderly manner
<ul style="list-style-type: none"> • <i>Internal Relationships</i> 	<ul style="list-style-type: none"> • Constructive contribution made to staff meetings • Assistance is provided to other areas as required
<i>Complies with Health & Safety, Food safety and other relevant legislation</i>	<ul style="list-style-type: none"> • Any health, safety, security issues or accidents are reported through the appropriate reporting and action methods • Fully conversant and compliant with company and department H&S and food safety procedures, policies and directives Adhere to Health and Safety rules outlined in Item 17 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. • Ensure that the Compliance Manager is advised of any new accidents, incidents or hazards identified immediately. Report any health and safety concerns to the Safety Officer. • Observe Company policies on personal hygiene, wounds and infectious illnesses
<i>General</i>	<ul style="list-style-type: none"> • Present yourself for work in clean and tidy clothes that are in line with the company policy, with good personal hygiene • Assist other staff with other sundry duties as directed by your manager.

The organisation recognises that over time employees will, through the natural process of gaining confidence in their ability and understanding of our systems which will allow you to operate quicker and more efficiently at the job you 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:
