



Job description

Position:	Night Shift - Produce Store person
Reports to:	Produce Manager
Location of employment:	33 Johnston Way, Whakatu
Hours of work:	Sunday – Thursday: 3pm – 11.30pm

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

- Correct quantity, brand, size and quality of product is picked
- Customer orders are correctly packed, sealed and labelled ensuring product safety and that all food safety procedures are adhered to
- Accurate weights (as required) are recorded
- Orders are 100% accurate or customers are notified of any discrepancies through internal systems
- Develop product and customer knowledge including knowing the customer's preferences

Packing

- 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

Relationships

- Sales team, Customer Service, day shift and other departments are up-dated as required re availability and quality of products, new products and codes
- Especially when quieter assistance is provided to other areas where possible
- Complete delegated tasks such as yard, ELA, crate and warehouse cleaning and restocking
- Complete any other relevant warehouse tasks

- Staff meetings are attended and ideas for improvements or any concerns are communicated

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

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

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: _____