



***South Port NZ***

**POSITION DESCRIPTION  
COLD STORES OPERATOR  
[FIXED TERM 2019-2020]**

**[OCTOBER 2019]**



## PURPOSE AND OUR VALUES





## **Duties**

- **Receive and process product:**
  - Discharge product ex road and rail
  - Detect and record discrepancies and damages
  - Process all associated electronic and paper documentation
  - Isolate and place on hold all non-conforming product
- **Store product:**
  - Move and store product according to storage plans
  - Maintain condition of stores to required standards
  - Check the condition of product within the stores
  - Ensure rows are stacked at the correct heights with appropriate gaps between rows
  - Ensure product identifying cards and labels are accurate, clear and legible
- **Dispatch goods:**
  - Locate and marshal product for loadouts
  - Assist with loading out products into allocated containers
  - Ensure that the correct labels and stamps are being affixed
  - Ensure that product is being loaded into correct containers for the dispatch of product
- **Operational Procedures:**
  - Be familiar with the receipt, delivery and storage of export products
  - Adhere to operational procedures to ensure a consistently high standard of receipt, storage and dispatch of product
  - Have a good knowledge and understanding of company food safety procedures to ensure we are compliant with MPI regulations
- **Customer service:**
  - Consistently display a mature and positive attitude towards customer service
  - Contribute to achieving 100% accuracy within the store
- **Teamwork:**
  - Maintain a positive focus and contribute productively and collectively towards achieving a high standard of customer service
  - Develop open, honest and respectful working relationships with all team members
  - Represent team activities appropriately by providing support
  - Promote a cohesive and inclusive team culture
  - Model appropriate behavior at all times

## **Health & Safety**

- Adhere to the Company's health and safety policies by ensuring that safe facilities are maintained and safe working practices are followed, including reporting all incidents/accidents and identifying potential hazards
- Follow health and safety procedures to ensure that MPI food safety and traceability requirements are being adhered to
- Operate all equipment in a safe and proper way
- Identify and inform management of hazards
- Report all incidents and accidents accurately and promptly
- Attend and actively participate in all health and safety meetings and any accident/incident investigations and injury prevention initiatives
- Strive for continuous improvement in health and safety practices

### **Security**

- Comply with all security protocols to ensure facilities are secure
- Maintain the security of the building
- Immediately report any breaches or potential security breaches
- Notify foreman (or in his absence, leading hand) of any security risks that could affect productivity and profitability

### **General**

- Actively participate in the Company's Process Improvement programme (PACE)
- Perform such other duties reasonably required to meet operational demands, including temporary assignment to other departments when workloads allow