



South Port NZ

POSITION DESCRIPTION

OPERATOR / STOREPERSON

[DAIRY WAREHOUSING DEPARTMENT]

[DECEMBER 2019]



OUR PURPOSE AND OUR VALUES





DAIRY WAREHOUSING OPERATOR / STOREPERSON

POSITION

Dairy Warehousing Operator/Storeperson

RESPONSIBLE TO

Dairy Warehousing Supervisor

DIRECT REPORTS

Nil

BASIC OBJECTIVES

Working as part of the Dairy Warehousing Team to ensure:

- Efficient and safe storage of palletised dairy products
- Protecting integrity of product & plant (no damages)
- Optimum use of space within the storage facilities
- Storage facilities, plant and equipment are maintained in good working order by complying with maintenance and preventative maintenance programme(s)
- Full compliance with Ministry of Primary Industries (MPI) and approved Risk Management Program (RMP) requirements
- Support the Supervisor and Leading Hand/s in their day to day duties.

QUALIFICATIONS/ KNOWLEDGE/ SKILLS REQUIRED

- OSH Forklift operating accreditation
- Previous experience operating forklifts (heavy equipment an advantage)
- MPI Accredited Person certification (training provided)

LOCATION

Island Harbour, Bluff



DUTIES

- **Receive and process product**
 - Receive and devan product ex road and/or 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 and import 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
- **Information**
 - Interact with planning and administration staff to ensure appropriate information is communicated effectively to maintain accuracy of product inventory system.
 - Complete and maintain logbooks and other written and electronic records.
 - Management and staff informed on time and aware of relevant issues.
 - Report all irregularities immediately to Manager.
 - Ensure controlled documentation is handled according to procedures.
- **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 behaviour 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 Leading Hand of any security risks that could affect productivity and profitability.

- **Process Improvement**

- Actively participate in, and help drive, South Port's continuous improvement programme 'PACE' (Port Achieving Combined Excellence).
- Assist with process mapping and regular review of standard operating procedures.
- Provide accurate and timely communication and reporting on processes to ensure efficient use of own time and resources.

- **General**

- Perform such other duties as may reasonably be required to meet operational demands, including temporary assignment to other departments when workloads allow (subject to appropriate induction and training).