

POSITION DESCRIPTION

Job Title: Store person

Department: SeekaFresh

Location: Auckland

Reports to: Operations Manager

Number of direct reports: 0

ROLE OBJECTIVE

Assist with the day to day activities of the SeekaFresh retail sales business. In particular, receive and store produce, pick and dispatch customer orders, assist with ripening operations, assist with deliveries and door sales under the supervision of the Operations Manager.

KEY RESPONSIBILITY – Warehouse Operations

DUTIES

- Ensure that high standards of care are maintained for fruit and produce while in the warehouse and cool rooms to ensure quality requirements and protocols are met in accordance with Seeka best practice. This will involve daily rotation of produce, applying first in first out principles, to ensure produce is kept fresh and quality standards meet or exceed customer expectations.
- Accurately pick and complete customer orders and accurately label all produce picked for each customer.
- Ensure customer orders are dispatched in accordance with sales dockets.
- Ensure all areas of the warehouse and cool rooms are maintained in a clean, tidy and safe manner to promote quality of product and a safe and clean working environment. This will involve cleaning and tidying chillers and floor areas daily and emptying rubbish bins on a regular basis.
- Ensure sales are completed and recorded accurately to minimize waste or loss and pallets used are recorded accurately.
- Complete the weekly stock take each Friday morning after sales have been completed and before weekly close off.
- Liaise with the administration team regarding customers on stop credit.
- Ensure all PPE is worn under Seeka's H & S policy. Also ensure protocols are followed regarding handling fresh fruit and produce.
- Highlight potential produce issues or concerns to the Operations Manager.
- Ensure records are completed accurately and according to company policy.

Health and safety requirements:

Employees must ensure they do not compromise the safety of themselves or others.

This means;

- Actively participating in health and safety.
- Behaving and acting safely;
- Following company safety procedures and rules;
- Reporting near misses, accidents and unsafe situations;
- Actively participating in rehabilitation.

Food safety requirements:

- Ensure an uncompromising approach is taken to food safety by all employees. This will be achieved by ensuring recognised food safety requirements are complied with at all times and nothing is done that may compromise any market access accreditation.
- Any other duties as reasonably required

KEY RESPONSIBILITY – Health, Safety & Food Safety

- DUTIES
- Ensure an uncompromising approach is taken to food safety by all employees.
- Health and Safety requirements:
- Company health and safety policies, procedures and safe work practices are followed and adhered to.
- Safety is incorporated into all site activities.
- Safety risks are identified and managed.
- Staff have the tools, training and information necessary to do their job safely.
- Staff are involved in H&S through holding safety forums.
- All workplace incidents and events are investigated.
- Ensure all PPE is worn as required under Seeka's H & S policy and all workplace practices and processes are safe at all times. Also ensure protocols are followed regarding handling of fresh produce.
- Any other duties as reasonably required

KEY MEASURABLES

- Ensure recognised food safety requirements are complied with at all times and nothing is done that may compromise any market access accreditation.
- All best practice H&S practices are adhered to and promoted

TECHNICAL KNOWLEDGE & EXPERIENCE REQUIRED

- Microsoft Office Suite: Basic
- Data Analysis: Experience extracting useful information and translating it into actionable objectives
- Software/Technology: Previous experience using software and other computer based technology either in Seeka specific programmes or using a similar software platform
- Role specific knowledge: 5+ years in a similar role with a Working knowledge of warehouse and cool storage operational environments, manage inventory, both existence and condition.
- Health & Safety: Awareness of H&S legislative requirements, and experience in the implementation of these
- Industry Knowledge: Experience working within kiwifruit, horticulture or primary industry
- Process Implementation: Experience implementing company process or policy
- Licences: FORKLIFT
- Numeracy: Experience working with and a good understanding of numerical or financial information

PERSONAL ATTRIBUTES

- Strong verbal and interpersonal skills: Able to communicate clearly and effectively and at the appropriate level with various types of people (i.e. with senior managers, colleagues and the public).
- Leadership/Influencing others: Can articulate a common vision and provide others with a sense of direction. Able to persuade, convince, influence or impress in order to gain support or to have a specific impact on others.
- Problem solving skills: Identifies the root causes and breaks the problem down into the key issues. Grasps new concepts and can see the problem in relation to the bigger picture. Generates multiple explanations and solutions.
- Self-motivated/Self-managed/Self-starter: Has an underlying concern for doing things better. Is self-driven, self-motivated and enthusiastic.
- Analytical and conceptual thinking: Able to analyse and synthesise experience, observations and information to evaluate options and identify patterns and future possibilities.
- Flexible/Adaptive/Resilient: Able to shift strategies and accept other viewpoints. Adapts quickly and effectively to changing situations. Able to overcome disappointments and learn from the setbacks to bounce back. Able to adjust to unexpected change.
- Team player: Able to work effectively with others to achieve an optimal outcome. Able to interpret the feelings, unspoken concerns, desires, strengths and weaknesses of others.
- Strong written communication skills: Able to express in a written form the key information in a succinct and professional manner.
- Energy and enthusiasm: Excited, positive and motivated to be involved and get started.
- Creative/innovative/initiative: Able to go beyond what the situation requires and act before being asked. Brings new approaches to problems.
- Customer focus: Able to set priorities and evaluate options on a business and community basis.
- Confidential Nature: Aware of sensitivities of particular information and is able to remain professional and confidential in all situations
- Organised/time management/prioritisation: Able to take an organised approach to all tasks in order to prioritise them according to the demands of the business
- Detail orientated: An ability to focus on details and ensure that tasks are completed to exacting standards

SIGNED IN AGREEMENT

By signing this document I have read, and agree to the requirements of the role as outlined in the position description above. I understand that this position description may be reviewed as required and changes any changes considered appropriate, will be done in consultation.

_____ Date:

Signed in agreement by the employee

_____ Date:

Signed on behalf of Seeka Limited