

# Job Description: Store Person



**Our Vision:** Deliver innovative supply chain solutions.

**Our Purpose:** We are here to help you succeed.

**Our Mission:** Develop great people that deliver exceptional results.

We live our Core Values of **Honesty, Respect, Sharing Passion, Taking Pride and working as a team.**

## Job Title: Store Person

**Department:** Warehouse

**Group/Team:** 3PL Warehouse

**Responsible to:** Warehouse Manager

**Responsible for:** n/a

**Job Objective:** The key responsibility of a Store Person is to ensure the operation is fulfilling the company's vision, mission, values and objectives. The job holder is accountable for using their knowledge, skills and experience to ensure the warehouse is a safe environment for all workers and visitors at all times and all operational functions are accurately completed. The job holder must ensure all equipment is managed effectively, professional timely communication occurs and all Ministry of Primary Industries (MPI) requirements are always fulfilled.

Key Responsibilities:	What success looks like:
Maintain and grow <b>Sorted's culture</b> in line with company values.	<ul style="list-style-type: none"> <li>• 'Can do' attitude and willingness to go the extra mile to achieve our vision.</li> <li>• Demonstrate our values of honesty, respect, working as a team, taking pride, passion.</li> <li>• Treat the business as your own and show that you care about what we are aiming to achieve.</li> </ul>
<b>Health and Safety</b> practices are being followed at all times.	<ul style="list-style-type: none"> <li>• Always promote KOMS and a high standard of conduct.</li> <li>• Ensure operation meets service standards in a safe professional manner.</li> <li>• Stay up-to-date with safety regulations.</li> <li>• No loss time occurs due to work related injuries.</li> <li>• Report all risks and incidents within 24 hours of identification.</li> <li>• Adherence to Health and Safety rules and all incidents, hazards, near misses are being reported.</li> <li>• Look out for other team members related to safe behaviour.</li> </ul>
Take responsibility for <b>Security of sites</b>	<ul style="list-style-type: none"> <li>• Warehouse doors are locked when no one is working inside and alarms are set when last person leaves site.</li> <li>• No one is allowed on site without permission.</li> <li>• Gates and doors are shut.</li> </ul>
Take responsibility for <b>Cleanliness</b> of our sites	<ul style="list-style-type: none"> <li>• Clean as you go.</li> <li>• Warehouses and cafeteria are kept clean and tidy.</li> <li>• Warehouse aisles are cleaned daily and waste is placed in relevant skip bins.</li> </ul>

# Job Description: Store Person



<p>Accurate <b>Receiving</b> of customers' stock</p>	<ul style="list-style-type: none"> <li>• Remind others if their standards are slipping.</li> <li>• All stock received into the warehouse is checked against a packing slip to confirm the correct stock-keeping unit (SKU) and the quantity as well as to ensure good condition.</li> <li>• Stock must be accurately recorded in the warehouse Management System (WMS) immediately after receiving.</li> <li>• Any damages are reported immediately after receiving, to the customer and appropriate action is taken.</li> </ul>
<p>Accurate <b>Processing</b> of customers' stock</p>	<ul style="list-style-type: none"> <li>• All stock received into the warehouse is put away as per the Customers instructions and requirements.</li> <li>• All stock must be physically placed in a location.</li> <li>• The stock SKU and quantity must be accurately recorded against a location in the WMS.</li> <li>• All system requirements are followed.</li> <li>• Stock is put in the correct place, safely.</li> <li>• Pallets are wrapped correctly.</li> <li>• Pallets are in a safe condition.</li> <li>• Information provided to the customer must be accurately recorded and timely.</li> </ul>
<p>Accurate and timely processing of all <b>Containers.</b></p>	<ul style="list-style-type: none"> <li>• Containers are devanned in a timely manner to not incur additional charges.</li> <li>• Condition of stock received is of a good standard and when relevant all MPI requirements are complied with.</li> <li>• Containers are safely devanned</li> <li>• All MPI requirements are followed.</li> <li>• All customer requirements are followed (devanning, sorting).</li> </ul>
<p>Accurate <b>Picking</b> of customers' orders</p>	<ul style="list-style-type: none"> <li>• All customer orders must be picked from the specific location accurately at the relevant time to ensure they are dispatched to meet customer expectations.             <ul style="list-style-type: none"> <li>○ Correct product picked and any missing product traced.</li> <li>○ Picking schedule according to customer's needs.</li> <li>○ No errors.</li> <li>○ All orders picked effectively and subsequently scanned as required.</li> </ul> </li> <li>• All customer orders picked must be checked by another person to ensure that the order has been picked correctly.</li> <li>• All Flow to be picked First In First Out (FIFO) and in safe manner.</li> <li>• Tasks are signed in and out and pallets are stacked correctly.</li> </ul>

# Job Description: Store Person



	<ul style="list-style-type: none"> <li>• Stock is removed correctly.</li> <li>• All pallets are built to customers' requirements, as per SOP.</li> <li>• Any unsafe and unstable pallets to be rebuilt as required.</li> </ul>
Timely and accurate <b>Dispatch</b> of customers' orders	<ul style="list-style-type: none"> <li>• All orders picked must be dispatched at a relevant time to meet customer expectations and in line with the Transport team's instructions.</li> <li>• Orders must be accurately recorded in the WMS immediately.</li> <li>• All orders are scanned, procedures followed, and safe to dispatch.</li> <li>• Includes the cheapest way to send goods as appropriate.</li> </ul>
<b>Cycle counting</b> of customers' stock	<ul style="list-style-type: none"> <li>• Weekly cycle counts of customers' stock must occur to ensure accuracy of stock quantity by location.</li> <li>• Cycle counting is accurate.</li> </ul>
Ensure <b>effective management of MHE</b>	<ul style="list-style-type: none"> <li>• MHE use is maximized for optimal efficiency.</li> <li>• Only trained and certified workers are to operate MHE.</li> <li>• All MHE are checked daily, maintained and serviced to ensure they are safe to operate.</li> <li>• Daily log book is completed.</li> <li>• Equipment is used in safe and professional manner.</li> <li>• MHE is used for correct tasks.</li> </ul>
<b>Effective use of systems.</b>	<ul style="list-style-type: none"> <li>• Learn and use the system(s) in place effectively and efficiently</li> <li>• Be comfortable with software and be able to use the system(s) on an ongoing basis.</li> </ul>
Ensure Sorted is successfully <b>meeting customer expectations</b>	<ul style="list-style-type: none"> <li>• Customers' expectations and requests are managed as timely and efficiently as possible.</li> <li>• Make bookings for delivery as required.</li> <li>• Coordinate any damage claims as required.</li> <li>• Any other reasonable request by customers or work colleagues is completed in a timely and efficient manner.</li> </ul>

Key Relationships	
External	Drivers Customers Suppliers
Internal	Warehouse Supervisor Operations Manager Warehouse Managers Store People

# Job Description: Store Person



	Transport Team Compliance People & Culture Team
--	---

Key Skills / Attributes / Specific Competencies	
Expert Level	<ul style="list-style-type: none"> <li>• Be able to develop, train and communicate company procedures.</li> <li>• Solve problems in the system.</li> <li>• Be able to follow practices and run sites independently.</li> <li>• 100% competence in site's systems</li> </ul>
Advanced Level	<ul style="list-style-type: none"> <li>• 6-12 months experience</li> <li>• Exceeds and maintains KPI's in all areas</li> <li>• Systems knowledge</li> </ul>
Working Knowledge and attitude	<ul style="list-style-type: none"> <li>• Health and Safety practices</li> <li>• Good organisational skills</li> <li>• Good communication skills</li> <li>• Enjoy practical and manual work</li> <li>• Have the ability to keep detailed and accurate records</li> <li>• A good eye for detail</li> <li>• Be able to work as part of a team</li> <li>• Positive attitude</li> <li>• Committed to safety</li> <li>• Willingness to learn</li> </ul> <p><i>Dependent on position:</i></p> <ul style="list-style-type: none"> <li>• Must be able to lift 16kg and carry for maximum of 20 meters.</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• Follow H&amp;S procedures and ensure others are doing the same.</li> <li>• Sorted's Values</li> <li>• Effective teamwork</li> </ul>

Required Qualifications and Experience	
Experience	<ul style="list-style-type: none"> <li>• Previous experience in a similar in a Warehouse position</li> <li>• Previous experience within the Supply chain and logistics industry preferred</li> <li>• Previous experience operating a variety of Material Handling Equipment (MHE)</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Crown Reach Forklift OSH desirable</li> <li>• Authorised Person (MPI) desirable</li> <li>• First Aid Certificate desirable</li> </ul>

## SORTED PATHWAYS

### Store Person Career Progression

*A career progression framework for Sorted Logistics Store People that will reward loyalty, performance and capability. Providing our people with opportunity to develop and grow their careers.*

**Sorted Pathways - the opportunity to define your pathway...**



*Appraisals will be your opportunity to define your Sorted Pathways goals and training plan with your manager.*