WineWorks Ltd
Position Description Dry Goods Pre-production 2IC

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| Location | Hawkes Bay |
| Department: | Dry Goods & Warehouse |
| Reports to: | Dry Goods Team Leader |
| Date of Issue: | March 2024 |
| **Working Relationships** |  |
| Internal: | Dry Goods Team Members, Production and Warehouse Teams |
| External: | Clients and Dry Goods Suppliers |
| **Authority** |  |
| Spending: | $ 0 |
| Staffing: | No direct reports |

Our Culture

We aspire to a culture where the following values shape our behaviour:

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| **Logo  Description automatically generated** | Our clients are our life blood. We know that they are why we are here. We work in a flexible and responsive manner to support their operations and meet their individual needs.  |
| **Icon  Description automatically generated** | We do what we say and we’re reliable. We take complete ownership of the process and the tasks that are asked of us. We are committed to go about our job in a straight up way. |
| **Icon  Description automatically generated** | Passion and pride run deep throughout our organisation. We care for the growth of our colleagues and clients, the safety of our workmates and the environment in which we live. |
| **Icon  Description automatically generated** | We’re one big team who embrace difference and respect each other regardless of job title. We emphasise the value that comes from working together with one focus. |
| **Icon  Description automatically generated with low confidence** | We get things right first time and take no shortcuts. Delivering quality, safe product consistently is our goal. We value expertise and work hard to maintain our high standards. |
| **Icon  Description automatically generated** | We love to find solutions and believe there’s always a better way to do things. It is this spirit that built the business and will take it to the future. |

Organisation Context

Role Purpose
To lead a team to achieve high standards and exceed quality goals. To ensure dry goods are prepped to meet production plans.

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| KEY TASK | EXPECTATIONS |
| **Follows our Culture** | * Champions our culture, promotes & role models the values and behaviours at every opportunity.
* Ensures that their work is undertaken ethically, safely, sustainably and with a quality focus.
* Actively engages in development opportunities to support this.
* Engages in health, safety, sustainability & quality initiatives and seeks continuous improvement.
* Is compliant with relevant legislation and certifications, such as BRCGS, so as to meet legal and client requirements.
* Assists in projects to reduce our impact on the environment.   Is familiar with all relevant policies and procedures that support our Culture and compliance, understanding their roles and responsibilities that are described by these documents
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| **General 2IC Duties** | * Help to delegate work to team members, to effectively use resources available.
* Ensure necessary paperwork and admin tasks are filled out correctly and returned.
* Ensure all H&S incidents are recorded in the H&S register.
* Assist in the investigation of H&S incidents.
* Conduct training of all general store persons.
* Work closely with Team Leader to identify training/refresher training requirements are deliver training for store persons.
* Attend the Team Leader meeting when required including contributing to updating the agenda items.
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| **General 2IC Duties, Continued** | * Maintain good relations with all team members and encourage teamwork.
* Assume responsibility of Team Leader when required.
* Contribute to/provide relevant updates at the Toolbox.
* Management of Dry End team members including understanding team availability, taking unplanned leave calls, and facilitating return to work conversations.
* Attend all meeting in the absence of the Team Leader
* Ensure team is motivated and equipped to complete their work efficiently and safely.
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| **Dry Goods Receipt** | * Unload trucks and courier vans delivering Dry Goods as soon as possible.
* Ensure all goods received are of agreed quantity and delivered in good condition.
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| **Checking Documentation of all delivered dry goods** | * Ensure all dry goods are checked against documentation and are electronically receipted into ILS.
* Dry Goods Team Leader must be advised of any short deliveries and/or non-conforming product.
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| **Job Preparation** | * Pick and assemble dry goods for each production run as per supplied pick sheets.
* Immediate notification to the Dry Goods Team Leader of any inventory issues causing shortages.
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| **Post-Production Returns** | * Undertake the timely counting and return of dry goods following the completion of the production run.
* Dry goods should be returned to general storage the day following the completion of the run.
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| **Dry Goods Despatches** | * Pick and assemble dry goods for despatch orders to general freight of customer pickup.
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| **Dry Goods Stocktakes** | * Undertake regular stock takes / cycle counts of customer dry goods.

A > 99% accuracy rate required.* Complete stock takes of Goods.
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| **Housekeeping** | * Assist team to help monthly Health and Safety audits for the department.
* Ensure all dry goods are wrapped and stored correctly.
* Assist in maintaining a safe and tidy yard. Pallets are to be kept in tidy specific stacks.
* Waste and Recycle bins must be maintained in designated areas.
* Yard areas may need to be swept from time to time.
* Ensure all warehouse storage areas are maintained in a safe and tidy condition.
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| **Assist in Dry Goods Stock Control** | * Assist Dry Goods Team in completing stock consolidations and stock takes to ensure more efficient storage and accuracy of inventory.
* Assist in WW and Client’s stock takes for month and year end
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| **Other Duties** | * Assist with other tasks as requested by Dry Goods Team Leader.
* Arrange stocks of dry goods for dispatches and customer pickups.
* Carry out any relevant maintenance to ensure forklifts are kept in good working order.
* Assist with other departments if/and when required.
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| **Personal Development** | * Ensure you remain contemporary in terms of your technical and industry knowledge and capability through research, reading and relevant training and development opportunities.
* Maintain a broad business and commercial perspective.
* Proactively identify methods to utilise this information for the benefit of the business.
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| **Other duties – perform other duties as required** | * Flexible & willing to perform a variety of tasks.
* Willingly takes on additional tasks/responsibilities to assist the team and the client.
* Actively participates in matters/meetings affecting the business, their team or their department
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Work Complexity

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| **Accountability** | **Complexity** | **People Responsibility** | **Relating to Others** | **Expertise** |
| Contributory | Non-Complex Decision Making | Periodic Supervision | First Level Persuasion | Vocational |

*Based upon Strategic Pay SP5 Job Evaluation Methodology – For HR Reference Only*

Leadership Competencies

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| **Leading Self** | **Achieves Results****Holding themselves accountable to meet their commitments** | **Builds Relationships and Values Difference****Building relationships through communication, valuing difference, and aligning with our values** | **Being Adaptable****Handling change and looking for better ways of doing things** |

Skills, Knowledge, and Experience

* Previous experience in a Warehouse or Manufacturing environment.
* F Endorsement desirable, and a full drivers licence.