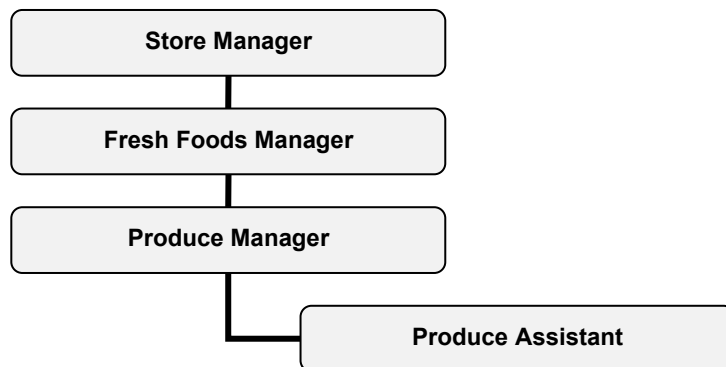


POSITION TITLE	Produce Assistant
STORE	Pak'nSave Mill St
DATE	
REPORTS TO	Produce Manager
PURPOSE OF POSITION	The primary role of the Produce Assistant is to pack, present and merchandise to ensure that a maximum range and sufficient quantity of fresh product is available for sale at the correct price at all times as well as ensuring the department is kept clean, tidy and attractively presented.
STORE VISION	
STORE VALUES	

REPORTING STRUCTURE**RELATIONSHIPS****INTERNAL**

- Owner Operator
- Department Manager
- Team members
- Other store staff

EXTERNAL

- Foodstuffs' employees
- Delivery drivers
- Customers

ACCOUNTABILITIES**OPERATIONAL**

- Complete the tasks of a Produce Assistant, including (but not limited to):
- As part of our team, you will sometimes be asked reasonable requests by management to complete tasks which extend beyond the scope of your regular day to day tasks set out in this job description.
- Assisting in the loading and unloading of produce trucks / deliveries in a timely fashion thus avoiding wastage and ensuring appropriate temperature checks are completed.
- Ensuring all inwards goods are marked off, temperature checked and put away appropriately thereby reducing wastage, mark-downs and stock loss.
- Assisting in the packing of produce as required.
- Ensuring the displays / shelves are appropriately stocked and relevant merchandising standards are maintained at all times.
- Ensuring appropriate stock rotation.
- Completing appropriate stock takes and ordering as required.
- Effectively resolving all customers related enquiries and complaints unless management approval is required.
- To ensure the integrity and accuracy of our inventory records, it is critical that all employees involved in the scanning of incoming stock follow the correct procedures for stock receipt and verification. All employees whose role includes scanning in stock are required to adhere strictly to the established stock scanning and verification procedures. Under no circumstances should an employee engage in 'blind receipting'—the practice of acknowledging the receipt of stock without properly scanning and verifying all items against the delivery documentation. Failure to adhere to these scanning procedures will constitute serious misconduct of company policy and any non-compliance will be subject to disciplinary action.

COMPLIANCE

- Follow Health and Safety Policy, Food Safety Policy and compliance procedures in the store.
- Ensure Food Safety standards are maintained through completion of appropriate daily, weekly and monthly cleaning.
- Assisting in ensuring 100% price integrity in the department through maintenance of appropriate signage and pricing.

CULTURAL

- Contribute effectively as a team member.
- Live the store values.

PERSON SPECIFICATION**PEOPLE FOCUS****WORKING WITH PEOPLE**

- Is self-aware, approachable and mindful of their impact on others
- Demonstrates an interest in, and understanding of people, behaving in a culturally sensitive manner
- Is outgoing and supportive; recognising and acknowledging the contribution of others
- Actively contributes to a team spirit of openness and inclusiveness where colleagues feel able to offer ideas
- Listens and communicates openly and proactively
- Adapts their style to build and maintain relationships with multiple stakeholders (staff, suppliers, peers etc)

CUSTOMER FOCUS**MEETING CUSTOMER EXPECTATIONS**

- Brings everything back to the customer; identifying and focusing upon their needs & expectations
- Actively sets, monitors and maintains consistently high standards of customer service
- Continuously makes improvements for customers; seeking input from staff and customers to do so
- Creates an environment that customers want to shop
- Is responsive to feedback from all sources
- Adopts a "service" mentality at all times regardless of their position or experience, genuinely enthusiastic about the difference service makes to the customer and success of the business

ADAPTING AND RESPONDING TO CHANGE

- Adapts to changing circumstances and accepts new ideas and initiatives
- Tolerates ambiguity
- Adapts personal style to suit different people and situations
- Shows an interest in new experiences

CO-OPERATIVE CULTURE**ADHERING TO PRINCIPLES AND VALUES**

- Personally upholds ethics and Foodstuffs Values and accepting nothing less from their team
- Consistently demonstrates honesty and integrity (in words, decisions and actions) in all of their dealings with customers, staff, suppliers, colleagues)
- Follows due process on all issues of compliance
- Demonstrates a strong work ethic through their commitment to the store's success, ownership of problems and self-discipline
- Leads by example in terms of Foodstuffs values, drive to succeed and positive outlook
- Challenges appropriately while respecting the position of others

QUALIFICATIONS AND EXPERIENCE**ESSENTIAL**

- Physically fit and able to fulfil the requirements of the role.

DESIRED

- Good command of written and spoken English
- Good basic maths skills
- Unit standards 497 and 167
- Customer service experience
- Food retail and/or fresh food experience.

SIGNATURE

I have read and understood this Job Description:

Employee Signature

Date: