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| <b>POSITION TITLE</b>      | <b>Storeroom Assistant</b>   |
| <b>STORE</b>               | Pak'nSave Silverdale   |
| <b>DATE</b>                | 23 February 2023   |
| <b>REPORTS TO</b>          | Storeroom Manager  |
| <b>PURPOSE OF POSITION</b> | The primary role of the Storeroom Assistant is to assist with the receiving, checking and storage of all stock coming into store through the backdoor, and to assist with processing Foodstuffs credits. |
| <b>STORE VISION</b>        | To be the preferred Supermarket on the Hibiscus Coast  |
| <b>STORE VALUES</b>        | Pride, Acknowledgement, Above the Line, in it Together   |

## REPORTING STRUCTURE



## RELATIONSHIPS

### INTERNAL

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

### EXTERNAL

- Delivery drivers
- Suppliers

## ACCOUNTABILITIES

### OPERATIONAL

- Complete the tasks of a Storeroom Assistant, including (but not limited to):
  - Unloading trucks and delivery vans.
  - Marking off all products that come through the back door ensuring the quantities received match the pick slips / invoices.
  - Processing all perishable deliveries as per company policy.
  - Placing stock appropriately in the correct locations ensuring appropriate stock rotation.
  - Ensuring the store room is kept clear of rubbish and blockages at all times allowing for clear access.
  - Cleaning the outside areas of the storeroom – breaking down cardboard and placing in the appropriate bin and ensuring broken pallets and other rubbish are stored or dealt with appropriately.
  - Undertaking additional housekeeping as required (e.g. sweeping the floors, dealing with spillages and breakages, cleaning shelves etc.)
  - Processing all necessary paperwork in a timely manner.
  - Assisting in other areas of the store as required.

### COMPLIANCE

- Follow Health and Safety Policy, Food Safety Policy and compliance procedures in the store.

### 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 standard 497
- Storeroom experience

## SIGNATURE

I have read and understood this Job Description:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date: