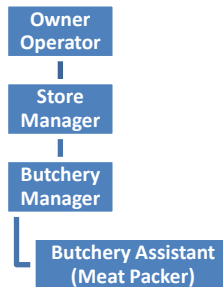




<b>POSITION TITLE</b>	Butchery Assistant (Meat Packer)
<b>STORE</b>	New World Milford
<b>DATE</b>	
<b>REPORTS TO</b>	Butchery Manager
<b>PURPOSE OF POSITION</b>	The primary role of the Meat Packer is to pack, present and merchandise to ensure that a maximum range and sufficient quantity of product is available for sale at the correct price at all times, as well as keeping the department clean, attractively presented, and assist the department to meet its legislative requirements.
<b>STORE VISION</b>	To be the ultimate foodies destination.
<b>STORE VALUES</b>	Customer Care, Honesty, Respect, Teamwork

## REPORTING STRUCTURE



## RELATIONSHIPS

### INTERNAL

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

### EXTERNAL

- Foodstuffs' employees
- Delivery drivers
- Customers

## ACCOUNTABILITIES

### OPERATIONAL

- Tasks required of a Meat Packer including (but not limited to):
  - Ensuring all meat displayed in the case is correctly trayed, wrapped and labelled.
  - Assisting with customer enquiries.
  - Ensuring the meat cases and freezers are appropriately stocked and relevant merchandising standards are maintained at all times.
  - Assisting in ensuring 100% price integrity in the department including ensuring all ticketing is changed over appropriately and special tickets are appropriately displayed on a weekly basis.
  - Ensuring all meat is clearly labelled and packed correctly for sale
  - Assisting in ensuring all deliveries are unloaded in a timely fashion thus avoiding wastage.
  - Assisting in other areas of the store as required.

### 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.
- Complete the traceability forms as required.

### 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, Foodstuffs and store 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 and store 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, 167 & 168
- Customer service experience
- Food retail or fresh food experience

## SIGNATURE

I have read and understood this Job Description:

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

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