



POSITION:

Order Picker /Order Picker (Trainee)

REPORTING TO:

In/Outbound Logistics Manager Manager / Order Picker Supervisor.

MAIN PURPOSE OF THE JOB:

Picking of all orders; assembly of all orders; loading of all ordered goods.

SCOPE:

The job holder is responsible for filling customer orders and delivering them to the delivery dock/dep section in a manner that meets company standards for safety, security and productivity. The job holder is responsible for 'order picking' of all produce, as reasonably instructed, within designated area of the Packhouse/Logistics Dept..

CUSTOMER CHAIN:

The job holder will be expected to work with colleagues in the other areas of the Transport department and Packhouse/Logistics Dept..

KEY ACCOUNTABILITIES:

- To pull and packs products based on daily orders ('to pick orders');
- To assembly and load orders;
- Ensure that orders are accurate;
- Stage items correctly for delivery;
- Retrieve orders according to quantity, size etc. ensuring accuracy
- Build pallets with orders and position them to loading docks/depos;
- Wrap orders before loading on trucks
- Ensure that the correct number and type of product is loaded and shipped
- Keep records of completed orders
- Ensuring work areas are kept clean, neat and well-organized.
- Operate handling equipment (if required);
- Ensures safety regulations are followed.
- Other work as reasonably directed.

HEALTH AND SAFETY:

- The job holder is under a duty to take reasonable care for the health and safety of him/herself and other persons who may be affected by their acts or omissions at work and must co-operate with the Employer so far as is necessary to perform any duty or comply with any requirement imposed by any relevant law.
- It is the duty of all employees to cooperate fully with the health and safety policy by all means including:
 - ✓ performing their duties safely and efficiently;
 - ✓ not doing anything which does or might injure any other person or expose any other person to risk;

- ✓ making full and proper use of (and not misusing) all safety and protective equipment and clothing;
 - ✓ adhering to all procedures specified by the Employer or any instructions issued with any plant or machinery or substances used at work; and
 - ✓ reporting to the Employer any actually or potentially unsafe conditions, system of work, buildings, vehicles, plant or other equipment.
- The job holder must ensure that all Health and Hygiene requirements are strictly observed and carried out.

OTHER:

- Any other duties as reasonably requested.

ABSENCE COVER:

- Order Picker, Order Picker (Traiee)

Values: TRIBE	
Tenacity	We are driven, determined and do not stop until we achieve our goals. We take ownership in everything we do.
Relationships	Trust, respect and fairness is at the heart of our team. We are always approachable and believe in building long-lasting partnerships with our people, customers and suppliers. We care about our community and want to succeed so we can give to others.
Integrity	We take great pride in approaching everything we do with honesty and professionalism. We are open, ethical and fair and use our judgment to do the right thing.
Brilliance	We constantly push ourselves to be the best in everything we do, combining our knowledge and attention to detail with innovation and the creativity it inspires.
Energy	An energetic excitement runs through our team. We are a quirky tribe of passionate people who thrive off each other's energy, embracing change and pushing ourselves to reach new heights. Above all, we have fun and love what we do.

Received By:			
Signature:		Date:	