STATEWIDE INDEPENDENT WHOLESALERS

# POSITION DESCRIPTION

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| **Title** | Storeperson | **Team** | Operations |
| **Reports To** | Shift Operations Manager | **Direct Reports** | Nil |

## Job Purpose

This role is responsible for the “Delivering the Goods” by performing a range of Storeperson functions while driving material handling equipment (MHE) in the Tasmanian Regional Distribution Centre, whilst adhering to all safety requirements of the role.

## Key Accountabilities

- Duties may include Order Selection, High Rise Order Selection, Forklift Operation, Cleaning, Despatch and Receiving, as required by Operations and business needs.
- To use a headset, containing an ear-piece and a microphone, as a voice prompt to pick orders, connected with the Warehouse Management System, from locations around the Distribution Centre.
- Accurately select orders and stack cartons onto pallets (including wrapping).
- Operate machinery including, but not limited to, GPC (pallet machine), Reach Forklift (ESR), Counterbalance Forklift (FC), Battery Changer, Receiving trolley and Security trolley, after carrying out initial safety checks.
- Adhere to, and apply, Standard Operating Procedures and work instructions that apply to the function being performed.
- Ensure safe manual handling techniques are always used.
- Always adhere to the safety rules of the Distribution Centre, including wearing safety and protective equipment and reporting hazards, near misses and incidents immediately.
- Complete cleaning duties, as required.
- To work in various temperature zones (e.g. may range from -2 to -22 degrees).

## Knowledge, Skills & Experience

- To be capable of lifting 20kgs repetitively and safely.
- Able and willing to work in a variety of temperature zones and functional areas.
- Good communication and interpersonal skills.
- Attention to detail.
- Tolerance for repetitive activity.
- Demonstrates honesty and trust.
- Demonstrates punctuality and reliability.
- Strong team player – willing to work with others and ‘pitch in’ when required.

## Qualifications

- High Risk Licence (LO and LF Licence desirable)

## Safety Responsibilities

- Comply and cooperate with SIW's work, health and safety policies, procedures, work instructions, site operating procedures and safety management system documents as they apply to the operating environment.
- Proactively engage and partake in work, health and safety initiatives, campaigns, monthly safety themes and training.
- Understand and comply with the accountabilities and responsibilities as set out in SMS.S01.PR.000009 Leadership, Accountability and Responsibilities.

## Version Control

| Version | Date | Change | Author |
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