



Westport Yard & Coolstore – Job Description

POSITION TITLE:	Yard & Coolstore	
BASED:	Westport	
REPORTS TO:	Supervisor, Branch Manager, 2IC	
DIRECT REPORTS:	n/a	
OVERALL PURPOSE:	To be part of the share responsibility, efficiently receiving and dispatching all products. Ground Maintenance	
RELATIONSHIPS	Internal	Branch Manager 2IC Supervisors All Production Team Member Health and Safety Co-Ordinator
	External	n/a

KEY ACCOUNTABILITIES	
Key accountabilities and responsibilities of the role	<ul style="list-style-type: none"> • To ensure the standard of product meets company standard. • To ensure product is handled with care at every step of the process. • To ensure the cold chain is maintained at every step of the process. • Reporting to your supervisor when standards are not being met. • Unloading Trucks and Vessels in a timely manner • Yard is always kept clean and tidy. • Rotate Stocks FIFO
General:	<ul style="list-style-type: none"> • All day-to-day tasks required as normal

Health & Safety:	<ul style="list-style-type: none"> • All team members will understand and engage with the Company Health and Safety HSW Strategy Plan. • Be aware of and comply with the legislative requirements. • Help establish, observe, and comply with safe work practices and equipment. • Be involved in the development and review of procedures for identifying and managing risk/hazards in the business where required. • Accurately report and record any events (notifiable events, injuries, incidents, near misses and discomfort and soreness), including those relating to visitors or contractors in a timely manner. • Use and care for safety equipment and clothing correctly and as required whenever it is provided. • Challenge unsafe behaviour by any workers in the workplace. • Behave in a manner that does not endanger the health and safety of themselves or others.
Other:	<ul style="list-style-type: none"> • From time-to-time other tasks may be requested of you to align with the changing needs of the business. • Positively contribute to improvement efforts across the wider team • Attend training courses, internal and/or external

KNOWLEDGE, SKILLS AND PERSONAL QUALITIES	
Qualifications and/or Experience:	<ul style="list-style-type: none"> • Training provided on the job
Skills and Knowledge:	<ul style="list-style-type: none"> • Positive attitude • Excellent communication skills • Solid understanding of Health and Safety regulations and practices • Understand Food Safety Policy • Good understanding of the company wharf manual
Personal Attributes:	<ul style="list-style-type: none"> • Highly organised with strong attention to detail • Ability to self-manage and use initiative • A team player with a can-do attitude • Have a desire to learn and grown your skills further

I have received, reviewed and fully understand the above job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Name: _____ **Signed:** _____

Dated: _____