



## Greymouth Yard– Job Description

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

KEY ACCOUNTABILITIES	
<b>Key accountabilities and responsibilities of the role</b>	<ul style="list-style-type: none"> <li>To ensure the standard of product meets company standard.</li> <li>To ensure product is handled with care at every step of the process.</li> <li>To ensure the cold chain is maintained at every step of the process.</li> <li>Reporting to your supervisor when standards are not being met.</li> <li>Unloading Trucks and Vessels in a timely manner</li> <li>Yard is always kept clean and tidy.</li> </ul>
<b>General:</b>	<ul style="list-style-type: none"> <li>All day-to-day tasks required as normal</li> </ul>
<b>Health &amp; Safety:</b>	<ul style="list-style-type: none"> <li>All team members will understand and engage with the Company Health and Safety HSW Strategy Plan.</li> </ul>

	<ul style="list-style-type: none"> <li>• Be aware of and comply with the legislative requirements.</li> <li>• Help establish, observe, and comply with safe work practices and equipment.</li> <li>• Be involved in the development and review of procedures for identifying and managing risk/hazards in the business where required.</li> <li>• 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.</li> <li>• Use and care for safety equipment and clothing correctly and as required whenever it is provided.</li> <li>• Challenge unsafe behaviour by any workers in the workplace.</li> <li>• Behave in a manner that does not endanger the health and safety of themselves or others.</li> </ul>
<b>Other:</b>	<ul style="list-style-type: none"> <li>• From time-to-time other tasks may be requested of you to align with the changing needs of the business.</li> <li>• Positively contribute to improvement efforts across the wider team</li> <li>• Attend training courses, internal and/or external</li> </ul>

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

*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:** \_\_\_\_\_