



## **JOB DESCRIPTION: Warehouse Worker**

### **KEY FUNCTION:**

To pick orders and/or place stock in bin locations. Typical duties within this role include lifting weights of up to 25kg on a regular basis.

### **MAIN TASKS:**

- 1) To collate orders from picking lists with particular attention to accuracy, using bin locations, brand names, size and quantity.
- 2) Record clearly on the Picking Notes the quantity put on the order (and/or any that are outstanding).
- 3) To collate orders for collection by customers from the warehouse, liaising and working with the Sales team.
- 4) To collate orders on 4 way white pallets (when possible) with boxes, jars, tins and heavy goods on the bottom, and crushable goods at the top and all loose items boxed.
- 5) To wrap pallets and mark clearly with a marker pen the customer name, account number and delivery run on a sticker positioned in a clear place on the pallet. Write the name/s of the pallets on the 'run tag'. Place order in the 'Run' line moving the run tag to the last order in the run.
- 6) Record any discrepancies on the Picking Notes and bring to the attention of Sales, or, to the relevant buyer (i.e. size change, short dates).
- 7) Remain in the warehouse until all orders are made up, extras are done, and pallets are wrapped. Check with all remaining workers in your team before you leave (if collators finish early, they may also replenish bin locations).
- 8) Stack away stock either by use of forklifts and/or manually.
- 9) Receive goods being delivered, unloading using forklift, and fill in correct paperwork.
- 10) Assist in the completion of at least one late shift every week if required.
- 11) To undertake other duties as deemed reasonable by the co-op.

### **GENERAL RESPONSIBILITIES**

- 1) Contributing to the security of the workplace
- 2) contributing to good housekeeping
- 3) Maintaining good relationships in the workplace
- 4) contributing to health and safety



### **GENERAL CO-OPERATIVE REQUIREMENTS & ABILITIES:**

- 1) Participation in the running of the team and the co-operative as a whole.
- 2) Ability to work as part of a team and actively participate in team decision making.
- 3) Ability to show initiative, and to work independently without supervision.
- 4) Ability to take on responsibility, and complete tasks set through to the end.
- 5) Ability to share and exchange information with others.
- 6) As a Co-operative member, participate in the meetings and decision making processes of the Co-operative as a responsible co-director of the business.



## **JOB DESCRIPTION: Member of Essential Trading Co-operative Limited**

### **FUNCTION**

- 1) To collectively manage and develop the business of Essential Trading Co-op in order to fulfil the co-op's mission statement and current strategic business plans.
- 2) To act as a "care-taker" and "director" of the co-op, looking after the best interests of the coop & its members.
- 3) To further the principles of co-operation.
- 4) To make proactive contributions to the collective management and governance of the business.

### **TASK**

- 1) To make active contributions to collective management functions and processes of the co-op including; General Meetings, Management Committee, Team Meetings, Business Function Area Meetings and other working groups (as needs be).
- 2) To seek and be willing to undertake training and personal development in order to be a more effective co-op member.
- 3) To ensure that one's allocated work duties are fulfilled.
- 4) To actively seek and accept responsibility within the co-operative.
- 5) To promote worker self-management.
- 6) To further the co-operative principles and the co-operative movement.
- 7) To communicate openly and honestly with other members.
- 8) To keep up to date with all changes to policies and procedures.
- 9) To set an example of best practice as a co-op member.
- 10) To work collectively for the good of the co-op, not for self interest.

### **COMMITMENT**

Minimum of 2 years, preferably 4 years, for a minimum of 24 hours per week.

### **Coordinator of the probation period and pre-member assessment**

Personnel Team & your main Team area for a trial period until granted membership. All membership votes require 75% of votes in favour at a team level and also 75% of votes at a General Meeting or as a result of a Paper Ballot of Co-op Members.



## PERSON SPECIFICATION: Warehouse Worker

CRITERIA	ESSENTIAL	DESIRABLE	To be demonstrated at:	
			Application	Interview
<b>Experience</b>				
Warehouse Work/Order Collation.	*		*	*
Ability to pick orders correctly in a reasonable timeframe.	*		*	*
Ability to accurately complete paperwork.	*		*	*
Forklifting experience.		*		*
<b>Knowledge</b>				
Understanding of the co-op and its principles.		*	*	*
Understanding of our product range and whole foods.		*	*	*
Responsibility for complying with and understanding health and safety.	*			*
<b>Personality/Disposition</b>				
An efficient worker who is well organized, self motivated and can work independently as well as part of the Distribution team.	*		*	*
Attention to detail.	*		*	
Good Attendance.	*			*
Ability to work well under pressure.	*		*	*
Ability to actively take on additional responsibilities within the co-op	*			*
Ability to be actively involved in team decisions.	*		*	*
Ability to be actively involved in taking decisions as a potential co-op member	*			*
Willingness to attend all GM's AGM's.	*			*
<b>Circumstances</b>				
Willing to work unsociable hours: e.g. late-finish, early-start or late shift.	*			*
Flexibility to juggle holidays to the needs of the business.	*			*
<b>Other</b>				
Ability to reverse lorries into warehouse at end of shift.		*		*