



together



better



best

TOGETHER
BETTER
BEST



WineWorks Ltd

Position Description - Warehouse Team Member

Location	Auckland
Department:	Warehouse & Distribution
Reports to:	Warehouse Team Leader
Date of Issue:	March 2025
Working Relationships	
Internal:	Warehouse and Production Teams
External:	Clients & Suppliers
Authority	
Spending:	\$ 0
Staffing:	No direct reports

Our Culture

We aspire to a culture where the following values shape our behaviour:



Our clients are our life blood. We know that they are why we are here. We work in a flexible and responsive manner to support their operations and meet their individual needs.



We do what we say and we're reliable. We take complete ownership of the process and the tasks that are asked of us. We are committed to go about our job in a straight up way.



Passion and pride run deep throughout our organisation. We care for the growth of our colleagues and clients, the safety of our workmates and the environment in which we live.



We're one big team who embrace difference and respect each other regardless of job title. We emphasise the value that comes from working together with one focus.

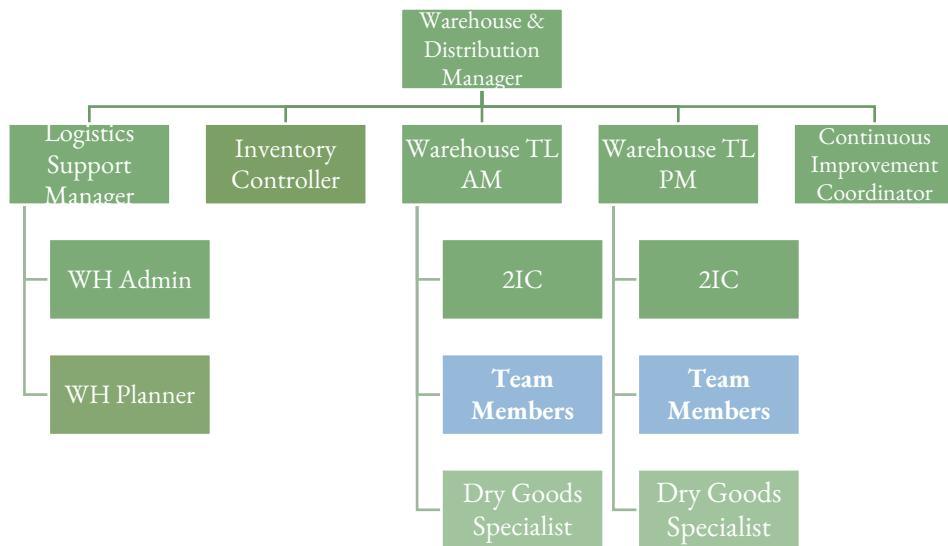


We get things right first time and take no shortcuts. Delivering quality, safe product consistently is our goal. We value expertise and work hard to maintain our high standards.



We love to find solutions and believe there's always a better way to do things. It is this spirit that built the business and will take it to the future.

Organisation Context



Role Purpose

To perform all aspects of the general warehouse duties with proficiency and in accordance with the SOP's.

KEY TASK	EXPECTATIONS
Follows our Culture	<ul style="list-style-type: none">Champions our culture, promotes & role models the values and behaviours at every opportunity.Ensures that their work is undertaken ethically, safely, sustainably and with a quality focus.Actively engages in development opportunities to support this.Engages in health, safety, sustainability & quality initiatives and seeks continuous improvement.Is compliant with relevant legislation and certifications, such as BRCGS, so as to meet legal and client requirements.Assists in projects to reduce our impact on the environment. Is familiar with all relevant policies and procedures that support our Culture and compliance, understanding their roles and responsibilities that are described by these documents
General Tasks	<ul style="list-style-type: none">Conduct daily forklift & tug/trailer checks.Safe operation of forklifts and tug/trailer including battery charging.Loading and unloading vehicles as required.Container packing by use of slip sheet forklift, export pallets or hand stacking.Unloading containers.Pick, stage and dispatch orders for FG & DGReceipt & putaway for FG & DG including production returnsCheck & receipt inbound deliveriesCarry out cycle counting and inventory tasks as required.All other tasks as directed by the Team Leader or 2IC



General Tasks, Continued

- Issue and return dry goods to production/warehouse.
- Storing and recording packed wine from production.
- Maintain accurate records.
- Efficient and logical use of warehouse locations.
- Maintain tidy and hazard free warehouse area including forklifts.
- Receive and check incoming goods as per SOP's.
- Keep empty pallets / layer boards in appropriate configurations and designated areas.
- Provide forklift service to production.
- Assist other departments when required.
- Other warehouse duties as requested by the Team Leader or 2IC..

Personal Development

- Ensure you remain contemporary in terms of your technical and industry knowledge and capability through research, reading and relevant training and development opportunities.
- Maintain a broad business and commercial perspective.
- Proactively identify methods to utilise this information for the benefit of the business.

Other duties – perform other duties as required

- Flexible & willing to perform a variety of tasks.
- Willingly takes on additional tasks/responsibilities to assist the team and the client.
- Actively participates in matters/meetings affecting the business, their team or their department

Work Complexity

Accountability	Complexity	People Responsibility	Relating to Others	Expertise
Minor	Routine Tasks – Set Procedures	No Direct Reports	Courtesy Plus	Practical

Based upon Strategic Pay SP5 Job Evaluation Methodology – For HR Reference Only

Leadership Competencies



Leading Self	Achieves Results	Builds Relationships and Values Difference	Being Adaptable
	<p>Holding themselves accountable to meet their commitments</p>	<p>Building relationships through communication, valuing difference, and aligning with our values</p>	<p>Handling change and looking for better ways of doing things</p>

Skills, Knowledge, and Experience

- Reach & Counterbalance Forklift Licence.
- Full driving licence required.
- At least 2 years' experience of working in a warehousing environment.
- Knowledge and experience of stock management, cycle counting and working with dry goods an advantage.