



NEW ZEALAND CAN MANUFACTURERS

Position	Warehouse Store Person
Reporting to:	Can Making Plant Manager – Hamilton Branch
Department:	Can Making
Location:	Gallagher Drive - Hamilton
Staff responsibility:	Nil
Financial Authority	Nil
Date:	March 2013

COMPANY OVERVIEW

New Zealand Can Manufacturers is a can making operation set up as a joint venture between Sutton Group Holdings Ltd and Dairy Goat Cooperative. The primary purpose of the company is to supply steel cans to the joint venture parties whilst meeting requisite targets relating to cost, quality, specification and timeliness. Other third party customers are also supplied where capacity is available and this does not hinder the joint venture parties.

POSITION PURPOSE

The Warehouse Store Person is responsible for operating a forklift to meet all stock handling requirements within the NZCan store/s in manner that is accepted as safe, efficient, accurate, complies with industry standard and falls in line with both lean thinking and best practice stock handling techniques. This role is also responsible for conducting inspections of the store for pest activity, undertaking general housekeeping requirements and ensuring security of both product and warehouse facilities.

KEY ACCOUNTABILITIES

The **Warehouse Store Person** will be responsible for:

- 1. Ensuring the warehouse operates in a compliant, efficient and effective manner so as to fully support can making operations by:**
 - Safely, efficiently and effectively operating a forklift to move, locate, relocate, stack and count product and materials including tinplate and finished cans, as assigned.
 - Storing product away ensuring safe stacking without damage to product or equipment and efficient use of space.

- Completing all assigned documentation following the conclusion of every consignment, including Row Cards and input of data.
 - Carrying out periodic inspections for pest activity and completing inspection records.
 - Keeping store areas in a clean and tidy condition at all times.
 - Maintaining store security by observing all procedures and visitor protocols.
 - Notifying the Can Making Plant Manager of any breakdowns or maintenance requirements of warehouse facilities, plant and equipment.
 - Scanning product into and within the store areas to ensure accurate stock management at all times.
 - Ensuring the lights are turned out and all doors are closed in the store areas when there are no stock movements scheduled.
 - Preparing those product and materials required by the canning plant over 7 days.
 - Following all safety procedures and requirements and bring any unidentified hazards to the attention of the team leader /manager.
 - Maintaining a current Forklift Licence at all times.
 - Maintaining MAF MPI accreditations so as to be able to open containers from abroad.
- 2. Ensuring the efficient and effective running of a can making production line by:**
- Keeping up to date with best work practices and promoting these within the team.
 - Working proactively to maintain line uptime and ensuring overall equipment efficiency.
 - Achieving the production plan on time and in full whilst meeting quality and hygiene standards.
 - Providing support to other members of the team in other roles, when required. This includes undertaking production, or administrative tasks and functions so as to ensure team targets are met.
 - Being proactive in identifying when others require support.
 - Monitoring and reviewing existing systems and methodologies making improvements where necessary.
- 3. Contributing to and participating in a positive health and safety culture at NZCan by:**
- Being proactive to ensure that all work environments are safe at all times and promoting safe work practices to others in the team.
 - Following company health and safety procedures and using common sense for all activities undertaken, especially with regard to lifting or moving heavier items.
 - Ensuring that all health and safety hazards are identified and corrected.
 - Reporting incidents and accidents as required.
 - Participating in health and safety meetings and activities.
- 4. Contributing to NZCan's commitment to sustainability and the minimisation of environmental impacts by:**
- Identifying environmental impacts resulting from can making activities and bringing these to the attention of the Manager.
 - Identifying appropriate strategies to mitigate or minimise environmental impacts.
- 5. Completing all other assigned tasks to agreed standards and within agreed timeframes.**
- 6. Attending, appropriately contributing to and completing all assigned personal and professional development training, including training required to support other roles in the team.**

DIMENSIONS

Staff Reports	<ul style="list-style-type: none"> • <i>Direct reports:</i> Nil • <i>Indirect reports:</i> Nil
Financial & Project dimensions	<ul style="list-style-type: none"> • Nil
Delegations & Decisions	N/A
Challenges & Problem Solving	<ul style="list-style-type: none"> • Managing operational problems

WORKING RELATIONSHIPS

Frequent People Contact	Nature of contact
Can Making Plant Manager	<ul style="list-style-type: none"> • Manager, direction, advice
Company Staff	<ul style="list-style-type: none"> • Directing and managing staff • Peers, direction, support
Joint Venture Staff	<ul style="list-style-type: none"> • Owners, customers and peers
Distributors/Customers	<ul style="list-style-type: none"> • Communication on aspects of logistics
Suppliers and service providers	<ul style="list-style-type: none"> • Quality of services and materials supplied

PERSON SPECIFICATION

- 1. Qualifications required for the position**
 - Forklift Licence.
 - MAF MPI Accreditations.
- 2. Skills, knowledge and experience**
 - Past warehousing experience.
 - Understanding of lean and best practice warehousing techniques.
 - Mechanical aptitude and a background in mechanical engineering.
- 3. Behaviours and Competencies required for the position**
 - Effective at communicating verbally and in writing.
 - Attention to detail.
 - Ability to work in a team.
 - Physically fit.
 - Strong mechanical aptitude.
 - Able to work unsupervised.

ORGANISATION CHART

