Position Description

<table>
<thead>
<tr>
<th>Position</th>
<th>Warehouse Storeman</th>
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<tbody>
<tr>
<td>Reports to</td>
<td>Warehouse Team Leader</td>
</tr>
<tr>
<td>Company</td>
<td>Synlait Milk Ltd</td>
</tr>
<tr>
<td>Date</td>
<td>February 2012</td>
</tr>
<tr>
<td>Location</td>
<td>1028 Heslerton Road, Dunsandel, Canterbury</td>
</tr>
</tbody>
</table>

**Purpose**

To efficiently move raw/finished product within & outside warehouse environment. Ensure that documentation, labelling, palletization and presentation are done accurately as they are critical for export preparation. To be responsible for movement/storage of product, unload/load trucks and monitor key performance indicators such as movements, damage and on time dispatch. Ensure the warehouse & equipment is cleaned to standard on a daily/regular basis.

**Key Performance Areas**

**Quality**

**Performance Expectations:**

- To be responsible on a shift by shift basis for the storage/movement of product at lowest cost while meeting quality standards
- Accurate forklift driving to ensure minimal product damage prior to export
- Perform quality checks on the equipment and product as determined by quality and ISO manuals
- Maintain performance monitoring charts for different aspects of the warehouse process as required
- Perform maintenance type functions over shutdown periods
- Perform all tasks to a high standard to meet Standard Operating Procedures and Codes of Conduct

**Customer Service**

**Performance Expectations:**

- Achieve customer requirements for product quality, specification and delivery

**Planning**

**Performance Expectations:**

- Plan loadouts, quantities and cleaning of equipment and warehouse facility on a daily basis
## Key Performance Areas

<table>
<thead>
<tr>
<th>Key Performance Area</th>
<th>Performance Expectations</th>
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<tbody>
<tr>
<td><strong>Relationship Management</strong></td>
<td>- Liaise with production staff, maintenance staff and logistics staff to ensure the smooth running of the shift</td>
</tr>
<tr>
<td><strong>Problem Solving</strong></td>
<td>- Be the first line of problem solving and maintenance fault solutions within logistics dept.</td>
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</table>
| **Compliance / Risk Management**             | - Update all Risk Management Plans, Quality Plans and Environmental Plans, ISO and Health & Safety standards and procedures  
- Demonstrate and promote a proactive commitment to health & safety, well being and the environment whilst complying with all laws and company policies |
| **Team Work**                                | - Communicate effectively with warehouse team leader, shift colleagues and production management to ensure the long term goals and targets are met.  
- Support companywide initiatives to improve service levels to our customers  
- Participate in the development of new systems and processes required for the Dunsandel site.  
- Be an active functional member of the warehouse/production team. Co-operation and input will be required in relation to team performance, site growth and planning meetings |
| **Professional & Personal Development**      | - Undertake identified personal training / development with the prior approval of the CEO                                                                                                                                  |
Position Description

Key Relationships

**Internal**
- Warehouse Team Leader
- Logistics Manager
- Production Staff
- Production Managers
- Technical Staff
- Human Resources
- Environmental & Energy Centre Staff
- Milk Collection Staff

**External**
- Transport Agencies
- Consultants
- Contract laboratory and maintenance staff
- Customers
- Milk Suppliers
- Consumable and equipment suppliers
- Local Community
- Regulatory Bodies

Budget

**Operating Expenses**

TBC

Authorities

- Delegated authorities within the Synlait Delegated Authorities Policy.
- Decision making in scope of this position

Organisational Structure
## Competencies

<table>
<thead>
<tr>
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<th>Description</th>
</tr>
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<tbody>
<tr>
<td><strong>Adhering to Principles and Values</strong></td>
<td>Upholds ethics and values, demonstrates integrity, promotes and defends equal opportunities, builds diverse teams, encourages organisational and individual responsibility towards the community and the environment</td>
</tr>
<tr>
<td><strong>Relating and Networking</strong></td>
<td>Establishes good relationships with customers and staff, builds wide and effective networks of contacts inside and outside the organisation, relates well to people at all levels, manages conflict, uses humour appropriately to enhance relationships with others</td>
</tr>
<tr>
<td><strong>Applying Expertise and Technology</strong></td>
<td>Applies specialist and detailed technical expertise, develops job knowledge and expertise through continual professional development, shares knowledge with others, uses technology to achieve work objectives, demonstrates an understanding of different organisational departments and functions</td>
</tr>
<tr>
<td><strong>Delivering Results and Meeting Customer Expectations</strong></td>
<td>Focuses on customer needs and satisfaction, sets high standards for quality, quantity and productivities, monitors and maintains standards, works in a systematic, methodical and orderly way, consistently achieves work goals</td>
</tr>
<tr>
<td><strong>Following Instructions and Procedures</strong></td>
<td>Appropriately follows instructions from others without unnecessarily challenging authority, follows policies and procedures, keeps to schedules, arrives punctually, demonstrates commitment to the organisation</td>
</tr>
<tr>
<td><strong>Adapting and Responding to Change</strong></td>
<td>Adapts to changing circumstances, accepts new ideas and change initiatives, adapts interpersonal style to suit different people or situations, shows respect and sensitivity towards cultural and religious differences, deals with ambiguity, making positive use of the opportunities it presents</td>
</tr>
<tr>
<td><strong>Coping with Pressures and Setbacks</strong></td>
<td>Works productively in a high pressure environment, keeps emotions under control during difficult situations, balances the demands of work and personal life, maintains a positive outlook at work, handles criticism well and learns from it</td>
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Qualifications, Skills and Experience

Qualifications:
- School Certificate or equivalent qualification
- Forklift licence

Experience:
- Previous experience in milk powder plant processes is highly desired
- Proven ability to work in a food manufacturing environment and experience with Food Safety and HACCP system
- Forklift Driving skills
- Computer/Scanner aptitude

Skills:
- Advanced problem solving and fault finding abilities
- Well developed communication and interpersonal skills
- Strong organisational and planning skills
- Ability to manage all aspects of the role in a pressurised environment
- Knowledge and application of Industrial and personal safety behaviours
Health & Safety

1. All staff must be conscious of potential safety problems at all times
2. A Health and Safety Policy is in place within Synlait. Instructions regards safety given by the Health and Safety representatives must be followed at all times.

Non-Limitation Clause
This job description is not intended to be a complete or limiting description of the functions that the employee may reasonably be requested to undertake both within and outside of the normal hours of work.

ACKNOWLEDGMENT
I have read and understand the above job description.

Employee Name

Signature

Date