August 2026

Position Description

Warehouse Operator

This position description provides an indicative outline of the purpose and accountabilities of the role, specific performance requirements and expectations. In addition to these key areas of responsibilities, additional duties may be required from time to time, therefore, this is not to be seen as an exhaustive list. This Position Description should be read in conjunction with the respective IEA and the OCD Employee Hand Book.

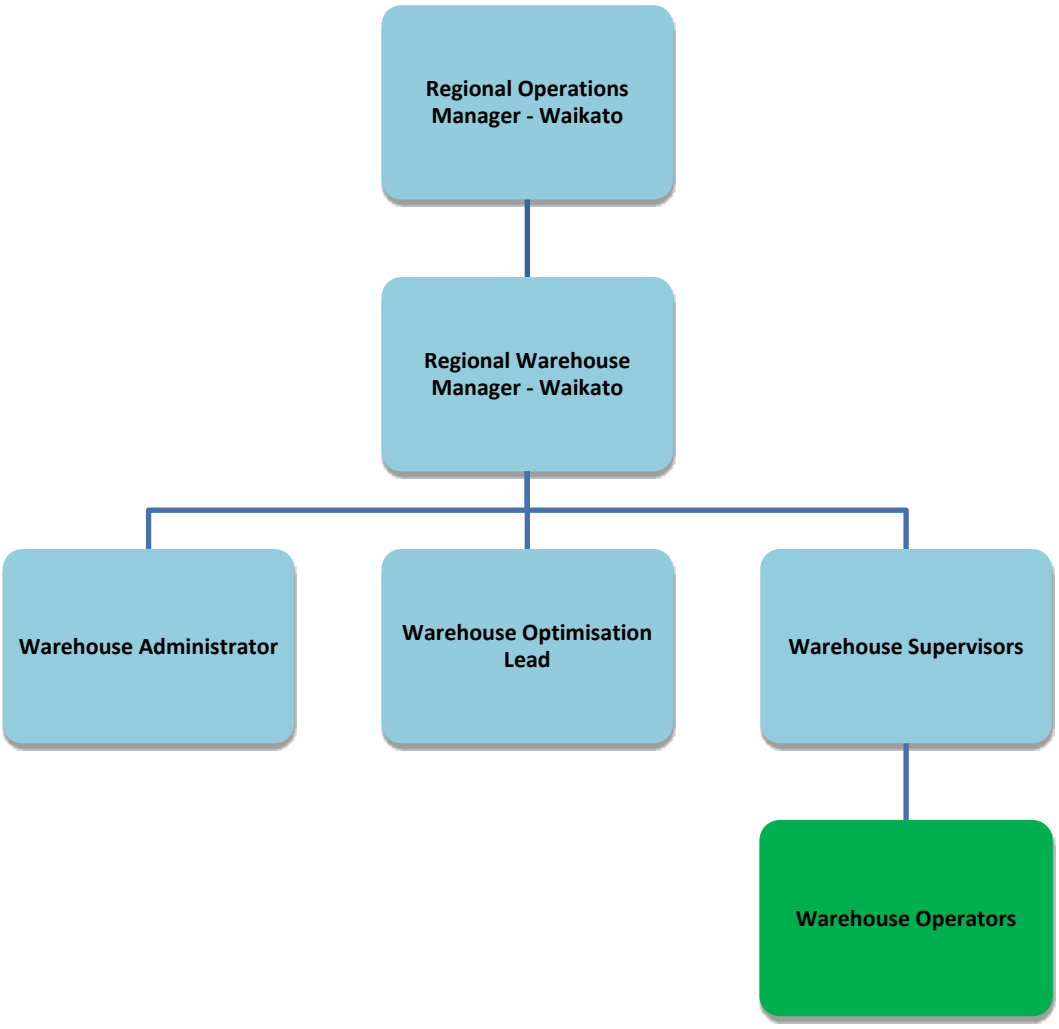
Title and Reporting Relationships

Position Title:	**Warehouse Operator**
Business Unit:	Operations
Function:	Warehousing
Location:	Waikato
Reports to:	Regional Warehouse Manager - Waikato
PD Approved by:	_____ Date: _____

Main Purpose of Position

The Warehouse Operator is responsible for assisting with Warehouse operations, documentation, product management, Warehouse manager support, general plant cleaning, environmental cleaning, powder debagging, and general plant duties as instructed.

Organisational Relationships



Objective	Key Task(s)	Means
Receipt finished goods production into store	• Unload trucks delivering production and stack away in store	• Check product integrity and product/label details • Using the forklift unload the truck and transport into the store • Carry out scanning tasks to reflect product receipt/movement • Stack product away in store • Generate updated row cards to maintain inventory accuracy • Operate in safe manner following health and safety rules and guidelines
Supply the plant with materials/ingredients	• Load the truck delivering materials and ingredients to the plant	• Pick and marshal the requested product • Verify the selected product against the product requested • Using the forklift load the truck • Carry out scanning tasks to reflect product shipment • Generate updated row cards to maintain inventory accuracy • Operate in safe manner following health and safety rules and guidelines
Receive transferred or purchased products	• Supplier documentation checks • Unload truck/container • Apply product barcode and pallet ID labels	• Check product integrity and details on inbound documentation • Ensure MPI import rules are followed for imported products • Carry out vehicle/container checks • Unload the truck or container using the forklift or push pull unit • Apply internal product barcode and pallet ID labels as per the labelling rules • Carry out scanning transactions to reflect receipt • Complete and check receipt documentation • Stack product away in store • Generate updated row cards to maintain inventory accuracy • Operate in a safe manner following health and safety guidelines
In Store movements	• Relocate product in store	• Using the forklift relocate product in store when required to rotate stock or find units of product

		• Carry out scanning transactions to relocate each movement of product to maintain inventory accuracy • Generate new row cards
Dispatch transfers and sales orders	• Pick, marshal, prepare and dispatch product for export or domestic delivery	• Carry out container/transport checks prior to loading • Pick and marshal product as per the order requirements • Ensure any customer requirements are meet • Correctly apply customer labels when required ensuring the correct labels are applied to the correct product • Carry out product splits • Carry out scanning transactions to reflect the product shipment • Ensure product integrity is maintained through the whole load out process • Using the forklift or push pull load the truck or container • Ensure correct application of operator seals • Generate load out documentation and complete sign off
House Keeping and equipment maintenance	• Ensure the store maintains a high standard of housekeeping at all times	• Carry out all pest control checks at the specified frequency • Carry out all housekeeping tasks at the specified frequency • Carry out forklift checks at the specified frequency • Ensure all equipment is clean and fit for purpose
Health and Safety	• Meet H & S obligations at all times	• Wear required PPE at all times including hi visibility clothing and safety footwear • Maintain the appropriate level of hygiene required for working in a food store environment at all times • Report any incident or near miss immediately • Ensure all drivers and contractors in the stores area are aware of and adhere to the H & S rules • Always be on the lookout for potential hazards and be aware of and identify any product stability issues that could pose a fall risk
Assisting other	• Assist with tasks in other	• Providing cover in other stores departments,

departments	stores or departments as requested	performing any of all of the stores tasks
Manage damages	• Split and separate damages	• Always operate in a manner to minimise the potential for damages • Carry out all product splits required • Separate damage product from good product • Assemble damage stock into stock food
Other	• Complete other tasks as requested or required	From time-to-time other tasks may be required and could include, but not limited to: • Assisting with administrative tasks • Cycle counts / stock takes • Procedure reviews • Pallet repairs

Major Challenges
• Maintaining stock accuracy >99% for all products
• Ensuring all orders are shipped in full on time
• Prioritising work load during peak times

Working Relationships

Most Frequent Contact	**Nature or Purpose of Contact**
Regional Warehouse Manager	Daily direction on priorities
Warehouse Supervisor	Daily direction on priorities
Warehouse Team	Day to day tasks
Production Plant staff	Production matters
Technical staff	Product status, product release, customer label approval, and non-conformances

Qualifications, Experience & Competencies

Requirement	**Essential**	**Desirable**
Education		Fork Hoist License
Experience	Stores/Warehousing in a manufacturing environment	Warehousing
Technical/ Functional Skills	Accurate numeracy skills Basic Computer Skills (Microsoft Office) Administrative Skills – data entry, checking documentation, record keeping Ability to work under pressure Attention to detail	Experience with product labelling, scanning

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Competencies	Maintaining stock accuracy >99% for all products Accurately checks of product details, labels, quantities, documentation Safely operation of Forklift and materials handling equipment Prioritize tasks, ensures tasks are completed on time Works cooperatively within warehousing and communicates issues clearly and promptly Follow all health and safety procedures, use PPE correctly, report near misses, incidents, hazards	