

<b>POSITION TITLE</b>	Driver/Storeperson	
<b>DEPARTMENT</b>	Distribution	
<b>DATE EFFECTIVE</b>		
<b>REPORTS TO</b>	Warehouse Manager	
<b>ROLES REPORTING DIRECT</b>	N/A	
<b>KEY RELATIONSHIPS</b>	Warehouse and Distribution Manager, Warehouse Foreperson, Despatch office Manager, Stock Controller, Supervisor, Warehouse and Administration Staff.	
<b>PRIMARY OBJECTIVES</b>		
COMPANY OBJECTIVES		
<ul style="list-style-type: none"> <li>To strive towards the achievement of the DBW Company Statement, in particular the Company's culture of <b>INTEGRITY, FLEXIBILITY, COMMUNITY AND OPENNESS.</b></li> <li>To actively contribute to the Company's Business Drivers of <b>OUR PEOPLE, PROFITABILITY &amp; SUSTAINABILITY, BRAND HEALTH, GLOBAL BUSINESS, INNOVATION AND TECHNOLOGY, CORPORATE GOVERNANCE AND RISK MANAGEMENT.</b></li> <li>Provide support to Supervisors as a high priority</li> <li>Ensure the accuracy of picked goods from picking slip</li> <li>Safely and efficiently operate a forklift to load and unload goods</li> <li>Maintain a high level of House Keeping</li> <li>Assist in Stocktakes</li> <li>Ensure the rotation and Inversion of packaged goods where applicable</li> <li>Understand and Comply with De Bortoli OH &amp; S policies</li> </ul>		
<b>MAJOR RESPONSIBILITIES</b>		
<b>KEY RESULT AREAS</b>	<b>SPECIFIC ACTIVITIES</b>	<b>MEASURES</b>
Loading and unloading goods	<p>Ensure that the trucks are loaded/unloaded in a safe manner, relative to the goods, and to the secure transport of the goods.</p> <p>Operate a forklift in a safe manner</p>	Conducting checks on forklift to ensure that it is operational and maintained according to company standards
Outgoing / Incoming Goods	<p>Ensure the integrity of all outgoing goods</p> <p>Ensure that the outgoing goods are prepared to the customer requirements.</p> <p>Ensure the accuracy of picked goods from picking slip</p> <p>Ensure the integrity and accuracy of incoming goods are correct to paperwork</p>	No customer complaints with regard to the condition and accuracy of the delivered goods.

## Job Description – Driver/Storeperson

House keeping	Damaged goods are recorded and actioned as per procedures Maintain a clean and orderly work area	Clean and tidy Warehouse
Stocktakes	Participate in stocktakes as required	Prompt conclusion of the stocktake
Stock Rotation	Ensure that the stock held in the Warehouse is rotated on a FIFO basis	Stock being picked for Distribution is the oldest material on site.
Export	Assist as directed in Export distribution activities Ensure integrity and accuracy of product when loading containers	No customer complaints with regard to the condition and accuracy of the delivered goods
Promote safe attitudes and work practices	Comply with all WHS policies and procedures. Wear Personal Protective Equipment as specified. Report all accidents, near misses and unsafe work practices/hazards to your supervisor/manager	Full compliance with company policies and procedures.  Incidents reported in accordance with company procedure.

### SELECTION CRITERIA

Essential Criteria	Desirable Criteria
Proven experience with despatch functions Proven experience with stock and stock takes Ability to work as part of a team Forklift Ticket	Good communication and organisational abilities Experience with a personal computer Proven experience with machinery Truck License

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Manager/supervisor Name: \_\_\_\_\_

Manager/supervisor Signature: \_\_\_\_\_