

Position Description: Honey Bottler / Warehouse Manager

Position Title	Honey Bottler, Warehouse
Company	Pure Peninsula Honey
Date	October 2011
Incumbent	
Hours of Work	Full time
Reports to	Manager
Direct reports	Not Applicable
Job Purpose	<ul style="list-style-type: none"> Responsible for bottling honey and all honey shed functions
Pre requisite	<ul style="list-style-type: none"> Ability to lift up to 25kg Current and valid Australian drivers licence
Technical Skills	<ul style="list-style-type: none"> Reading and Mathematical skills
Qualifications/ Experience	<ul style="list-style-type: none"> Experience in warehouse or manufacturing environment
Core Behavioural Aptitudes	<p>Quality Orientation Showing concern for efficiency around tasks. Accomplishing tasks with concern for all areas involved, no matter how small; maintaining watchfulness over a period of time and acting to correct where necessary</p>
	<p>Initiative Working effectively without supervision or close instruction; acting to achieve goals beyond minimum requirements; thinking constructively and presenting suggestions about improvements to the job and the workplace; effectively manages ones' time and resources to ensure that work is completed</p>
	<p>Loyalty Displaying loyalty to the organisation and others; acting professionally even when events cause anger and frustration; behaving in line with organisational values; behaving with ethical behaviour both in conducting internal and external business activities</p>
	<p>Safety Awareness Demonstrating awareness of conditions that effect employee safety; taking action to improve safety</p>

	<p>Teamwork</p> <p>Demonstrating the ability to work effectively in a team as a team member who assists in building morale and makes extra effort to help the team reach organisational goals; taking actions that respect the needs and contributions of others; contributing to, accepting and promoting the consensus; subordinating own objectives to the objectives of the organisation.</p>	
Key Result Area	Major Activities	Performance Measures
Bottling Area	<ul style="list-style-type: none"> Whipping honey De-crystallise honey Adding and weighing ingredients for bottling Bottling honey by hand and machine (as per machinery specifications) Labelling empty honey containers Labelling honey with batch numbers Making up boxes for packaging Applying wax to new plastic sheets Placing wax sheets in frame Packaging and boxing honey 	<ul style="list-style-type: none"> Bottling duties carried out in an efficient manner to maximise output and minimise waste
Warehousing Duties	<ul style="list-style-type: none"> Pick orders as per order requirements Stock vans for deliveries Cleaning and maintenance of warehouse and bottling area including equipment 	<ul style="list-style-type: none"> Order are picked in an accurate, timely and efficient manner
Stock	<ul style="list-style-type: none"> Organising and rotating shelf stock Review minimum stock levels Stocktaking Liaise with management regarding any stock shortages/variances 	<ul style="list-style-type: none"> Stock Accuracy Stock levels maintained as per organisational requirements
Cleaning	<ul style="list-style-type: none"> Maintaining honey bottling area in a hygienic and clean manner Cleaning buckets and lids Changing hoses over from tanks Cleaning machines, hoses and honey room/warehouse 	<ul style="list-style-type: none"> Cleanliness of honey room and warehouse Knowledge of and adherence to Hygiene policy and principles
Administration	<ul style="list-style-type: none"> Record keeping and administrative duties as required Attend to phone in warehouse and return messages as appropriate Liaise with administration regarding stock issues 	<ul style="list-style-type: none"> Duties attended to courteously and in a timely manner
OH&S	<ul style="list-style-type: none"> Adhere to all OH&S policies and procedures 	<ul style="list-style-type: none"> Knowledge and adherence to OH&S

	<ul style="list-style-type: none"> • Take reasonable care of self and others who may be affected by the incumbent's actions • Ensure wilful interference or misuse of items or facilities provided for health & safety does not occur • Report all incidents/accidents – even near misses • Provide solutions and be proactive in preventing incidents 	<ul style="list-style-type: none"> • policies and procedures • Potential hazards, incidents near misses or injuries reported to management within 24 hours • Workplace kept clean and tidy
Teamwork	<ul style="list-style-type: none"> • Work effectively with co-workers to accomplish organisational goals • Keep management and others informed appropriately and as required about work status • Take actions that respect the needs and contributions of others • Contribute to, accept and assist in the implementation of company goals • Develop beneficial relationships, internal and external to the team • Support group decisions 	<ul style="list-style-type: none"> • Develops beneficial relationships, internal and external to the team • Exchanges information and contributes ideas readily • Recognises and builds on others' ideas • Supports group decisions • Places greater emphasis on group objectives than on own
Organisational Awareness	<ul style="list-style-type: none"> • Maintain current knowledge of and adhere to company policies and principles as detailed from time to time 	<ul style="list-style-type: none"> • Knowledge and adherence to company policies • Proactively considers the needs of other areas in the organisation • Proactively considers the impact of actions on other areas of the organisation