

# Position Description

TAHUA  
PARTNERS LTD

<b>Position Title:</b>	Warehouse Assistant	<b>Date:</b>	June 2023
<b>Location:</b>	Hospo DC - Wiri, Auckland	<b>Reports to:</b>	Distribution Services Manager
<b>Department:</b>	Supply Chain (Hospitality)		

## Who we are:

Tahua Partners Limited is a great Kiwi business, home to well-loved brands in retail and hospitality. Inspired by a common vision and a shared passion for hospitality/retail, we strive to serve our communities in a truly unique way based on our heritage in Aotearoa. Each of our business units operate independently as they face the market, but are supported by resources, skills and solutions available through the Tahua community (e.g: Information Services, Finance, Payroll, Strategy Development, Project Management, Property, Supply Chain and People and Culture). Each business celebrates its own unique culture, however we are all connected through the Tahua values of 'better', 'manaakitanga' and 'whanaungatanga'.

## Why you'll love this role:

Our business is growing, rapidly! With two current successful hospitality brands, and a third global brand start up underway as part of the future growth strategy, strong supply chain management is at the heart of our competitive advantage. One of our critical success factors is delivering products to our restaurants/stores on time and in full to ensure that they can deliver an exceptional customer experience.

All three Hospitality brands are supported by our central distribution centre. This critical role operates within a small, but mightily effective distribution team. You'll participate in all the activities you'd expect in a fast-moving, high volume distribution centre - accurately picking, packing and despatching goods (ambient, chilled and frozen) in a timely manner. What makes the difference though is the team you'll be joining. No nonsense, down to earth and hard-working, this team like to have fun while keeping safe and setting high standards.

## What you'll deliver in this role:

- Pride in accuracy in picking and packing orders for the different Hospitality brands, within the timeframes set.
- A safety-first ethic and approach – demonstrating safe work practices (including manual handling), working safely and committed to ensuring the workplace is a safe environment for yourself, your teammates and visitors to the Distribution Centre.
- Accurately receiving inwards goods, recording in the system and then storing in the correct areas.
- Working with the team to de-van / unload containers, putting stock away via forklift or pallet jacks.
- Assisting the team with cyclical and regular stocktaking, to ensure records of inventory are correct at all times.
- Taking pride in ensuring that the warehouse is kept clean and tidy.
- Engaging in the required Hazard and Critical Control Procedures (HACCP) food safety programme.
- Active participation and support to the Distribution Centre team and undertaking any additional projects as needed.



- Build, strengthen and drive positive and professional relationships with the team, suppliers, delivery drivers and visitors to the DC.

**What you'll bring to the role:**

- Previous experience in a Distribution Centre (1-2 years) ideally in food and beverage FMCG, QSR hospitality or a related industry.
- A strong safety record, with solid understanding of the principles of working safely.
- Current forklift licence.
- A high level of attention to detail, with a keen focus on accuracy.
- A positive, customer-focused service-ethic, meeting clear expectations, holding self and others to account.
- Excellent interpersonal skills, capable of establishing and building effective working relationships with people of all cultures and stakeholders/employees at all levels.
- Calm and composed when under pressure, with the ability to prioritise and meet deadlines.
- Well organised, effective time management – with the ability to handle a varied workload.

