



Job Profile

General Worker (Finished Products) (WH03)

Job Details

Job Title	General Worker (Finished Products) (WH03)
Historic Job Title	General Worker - Finished Products
Date Reviewed	2025-06-30
Location	Graaff-Reinet (Smalls Warehouse (WH03))

Position in Organisation

Structural Unit	Supply Chain (Warehousing & Logistics)
Position Being Evaluated	General Worker (Finished Products) (WH03)
Direct Line Manager	Team Leader (Smalls Warehouse)
2nd Line Manager	Warehouse Manager (Finished Goods & Packaging)
Direct Subordinates	None

Position Description

Overall Purpose of the Job

To efficiently pack and pick products for the timely delivery of quality items to customers.

Qualifications *(Formal Qualification Required)*

Minimum

- Grade 12 (NQF level 4)

Ideal

- None

Legal *(e.g. Driver's License, etc.)*

Minimum

- None

Ideal

- None



Experience *(Minimum Experience Required and number of years)*

Minimum	Minimum time spent in job
Experience as a non-permanent employee in the department would be advantageous	

KPA / Main Outputs and Responsibilities for this Position

The statements below are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all the responsibilities and activities required of the position.

KPA / Main Outputs and Responsibilities for this Position	Prepared Description	Weighting / Time Spent
Packing of Pallets	- Check that Finished Products are ready for packing, i.e. no product packaging is damaged or of substandard quality, with accurate <i>Batch Numbers</i> correctly printed - Prepare and pack pallets according to the <i>Packing Procedures</i> and correct <i>Pallet Configuration</i> - Scan the <i>Load Work</i> out with a scanner and confirm the required details to accurately reflect the product details and quantities - Wrap the pallet to prevent damage	40%
Picking of Mixed Loads	- Pick products according to the <i>Load Work</i>. Apply the <i>First-In-First-Out (FIFO) Principle</i> when picking products - Prepare and pack pallets according to the <i>Load Work and planned load</i> - Loads need to be picked according to the work provided. if batches need to be overridden, then this should be done on the scanners. - Ensure that pallets are packed according to <i>Company Specifications</i>, i.e., pallets need to be packed in layer configurations to ensure pallet stability	40%
Hygiene, Housekeeping and Occupational Health and Safety	- Adherence to <i>Occupational Health and Safety (OHS)</i> as well as <i>Food Safety Standards (FSSC 22000)</i> - Identify <i>Health and Safety Hazards</i> and implement corrective and preventative measures - Report hazards or risks to Management - Adhere to <i>Personal Hygiene Standards</i> - Keep the working area clean and tidy at all times. Assist with the cleaning of all areas when the factory is off for shutdown/maintenance - Sort damages and loose products - Keep Loading Bay clean and tidy	10%

Competencies *(Skills and Behaviour Attributes)*

Please note: The norm in the industry is to not have more than 7 Skills and Behavioural Attributes per job profile.

Skills

- Manual dexterity
- Time management
- Reading and recording of information



Behavioural Attributes

- Flexible
- Attention to detail
- Reliable
- Accurate
- Team player

Knowledge

- Understanding of *Packing and Stacking Procedures and Standards*
- Knowledge of different products
- Knowledge of *Wrapping Machine*

Special Requirements

- Incumbent must be physically fit to perform the expected duties
- Incumbent must be physically able to lift heavy bags up to 50 kg
- Incumbent is required to work in Shifts, which include working over weekends, public holidays, night shifts and overtime
- The Employee can be required to perform additional tasks over and above the primary tasks for which he/she is employed.
- Duties will be based on your specific skills and capability level and in accordance with operational requirements.
- Operational requirements may require you to carry out work that is to be done without delay and outside of your normal working hours.

Participants

Input Participants

Participant Name	Participant Designation
Bernito Oormeyer, Rowan Titus, Abraham Booysen & Heinrich Swartz	General Worker - Finished Products
Tannith Rudolph	Warehouse Manager (Finished Goods & Packaging)

Completed By

Name	Title
Henry Galloway	Human Resources Manager