



Job Profile

General Worker (Drivers Assistant) | (Stores)

Job Details

Job Title	General Worker (Drivers Assistant) (Stores)
Historic Job Title	General Worker - Drivers Assistant
Date Reviewed	2025-06-30
Location	Depots: Centurion Ermelo Cape Town Durban Port Elizabeth East London George Bloemfontein Klerksdorp Graaff-Reinet: (Packaging, Exports, GREI Warehouse (WH07))

Position in Organisation

Structural Unit	Supply Chain (Distribution) Supply Chain (Warehousing & Logistics)
Position Being Evaluated	General Worker (Drivers Assistant) (Stores)
Direct Line Manager	Refer to the official Company Organogram
2nd Line Manager	Refer to the official Company Organogram
Direct Subordinates	None

Position Description

Overall Purpose of the Job

To assist with picking, staging, loading and offloading of Outbound Stock, receiving of Inbound Stock, and other general functions within the operations.

Qualifications *(Formal Qualification Required)*

Minimum

- Grade 12 (NQF Level 4)

Ideal

- None

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

Minimum

- None

Ideal

- Forklift License (Operate a Counter-Balanced Lift Truck)



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

- Driver's Licence Code C1 (I0) / EC (I4) with a Professional Drivers Permit (PrDP)

Experience (Minimum Experience Required and number of years)

Minimum	Minimum time spent in job
• No previous working experience is required	N/A

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
Inbound Receiving	• Assist with <i>Inbound Stock Checks</i>, splitting of stock and put away as per <i>Operating Procedures</i>	20%
Picking of Stock	• Assist with the picking of stock according to the priority from the Warehouse Supervisor • Pick, scan and stage stock in accordance with <i>Standard Operating Procedures</i>. Ensure <i>First-Expiry-First-Out (FEFO)</i> principles are followed • Stack products on pallets in accordance with the <i>Stacking Procedures</i> • Check that no damaged stock is picked • Follow <i>Safe Working Procedures</i> when assisting with the picking process	35%
Loading and Offloading of Stock	• Load the stock onto the truck. Check for damages and ensure that the load is balanced on the truck • Offload stock in accordance with the <i>Proof of Delivery (POD)</i> and ensure that the correct stock is offloaded • Pack collections and returns into the truck following the correct <i>Returns Procedures</i> • Adhere to <i>Safe Working Procedures</i> when loading or offloading trucks • Support the Driver during the trip, e.g. check and ensure that paperwork is ready for the next delivery • Assist the Driver with the cleaning and housekeeping of the truck	35%
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 health and safety hazards 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 • Follow <i>Best Practices</i> in handling of stock • Identify and report any opportunities for improvement to the Warehouse Supervisor	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

- Correct stacking, staging and loading of stock
- Interpersonal
- Communication
- Attention to detail

Behavioural Attributes

- Reliable
- Team player
- Energetic
- Presentable

Knowledge

- Basic product knowledge & understanding of *Batch Codes*
- Understanding the *Warehouse Layout*
- Knowledge of *Stacking Procedures*
- Understanding of *Safe Working Procedures*

Special Requirements

- The incumbent will need to be physically fit to lift heavy bags
- Travelling long distances with the driver may result in working an early shift and/or sleeping over
- 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
Clinton Mkhize	General Worker
Shaun Sabbadu	Warehouse and Logistics Manager (Durban)
Mari Stevens	Distribution Manager

Completed By	
Name	Title
Henry Galloway	Human Resources Manager