



Job Profile

General Worker (Returned Stock)

Job Details

Job Title	General Worker (Returned Stock)
Historic Job Title	General Worker - Return Maintenance
Date Reviewed	2025-06-30
Location	Graaff-Reinet (Returns Warehouse (WH06))

Position in Organisation

Structural Unit	Supply Chain (Warehousing & Logistics)
Position Being Evaluated	General Worker (Returned Stock)
Direct Line Manager	Team Leader (Returned Stock)
2nd Line Manager	Warehouse Manager (Raw Material & Returns)
Direct Subordinates	None

Position Description

Overall Purpose of the Job

To assist the Clerk (Returned Stock) with the receiving and sorting of returns and the maintenance of the returns area.

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
- Scanner working skills - Product knowledge	6 months

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
Returns and Wastage	- Assist with the <i>Receipt</i> and <i>Sorting of Returns</i> according to dates and categories as directed by the Team Leader (Returned Stock) / Warehouse Manager (Raw Material & Returns) - Assist with the loading of <i>Sweepings</i> from the Production area. Check and sort <i>Sweepings</i> and assist with the decanting of <i>Sweepings</i> into bags. Check that bags are clean and safely positioned on pallets to avoid injuries - Decant <i>Waste</i> into allocated bags - Decant <i>Rework</i> into allocated bags - Ensure that all bags are labelled accordingly with <i>Product Names</i> and <i>Weight</i>, i.e. Waste/Rework - Notify the SHEQ department on behalf of the Team Leader (Returned Stock) of <i>Sweepings</i>, <i>Waste</i>, <i>Customer Returns</i> and <i>Rework</i> received - Record the quantities on the prescribed <i>Log Sheets</i> - Ensure that all treats are categorised as <i>Good Stock</i>, <i>Repacking</i> and <i>Donations</i> - All other duties that are given by the Team Leader (Returned Stock)	70%
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> - Always keep the working area clean and tidy. Assist with the cleaning of all areas when the factory is off for shutdown/maintenance - Clean relevant machinery and equipment such as the Shaker, Scales, etc.	30%



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 receiving and sorting of Returns
- Ability to distinguish between the different products
- Cleaning working areas

Behavioural Attributes

- Attention to detail
- Reliable
- Flexible
- Team player
- Sensory Attributes (colour/smell)

Knowledge

- Knowledge of *Housekeeping and Hygiene Standards*
- Knowledge of different *Products*
- Basic knowledge of the *Categorisation of Returns*

Special Requirements

- 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
Relton Haarhoff	General Worker - Return (Stock)
Rodriques Lewies	Warehouse Manager (Raw Material & Returns)

Completed By

Name	Title
Henry Galloway	Human Resources Manager