



Job Profile

Team Leader (Smalls Warehouse)

Job Details

Job Title	Team Leader (Smalls Warehouse)
Historic Job Title	Team Leader - Smalls Warehouse
Date Reviewed	2025-06-30
Location	Graaff-Reinet Smalls Warehouse (WH03)

Position in Organisation

Structural Unit	Supply Chain (Warehousing & Logistics)
Position Being Evaluated	Team Leader (Smalls Warehouse)
Direct Line Manager	Warehouse Manager (Finished Goods & Packaging)
2nd Line Manager	National Warehouse Manager
Direct Subordinates	General Worker (Finished Products) (SW) Operator (Forklift) (SW) Receiving Clerk

Position Description

Overall Purpose of the Job

To assist the Warehouse Manager (Finished Goods & Packaging) in ensuring that products are correctly received, stored and dispatched.

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)
- Reach truck License



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

Minimum	Minimum time spent in job
Production experience as an Operator or experience as a Team leader in a production environment	2 years

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
Receiving and Storage	- Check that the Receiving Clerk scans incoming products in accordance with the <i>Receiving Procedures</i> - Identify and refer <i>Discrepancies</i> to the Warehouse Manager (Finished Goods & Packaging) - Direct the Receiving Clerk to the designated storage area - Check that <i>Housekeeping Standards</i> are maintained and <i>First-In-First-Out (FIFO)</i> is practised by the Operator (Forklift) and the General Workers (Finished Products) (SW) - Identify <i>Slow-moving or Ageing Products</i> and coordinate the <i>Movement of Stock</i> to be reworked. Report identified aged stock to the Warehouse Manager (Finished Goods & Packaging) - Conduct planned <i>Cycle Counts</i> and check that stock corresponds with the system - Assist with the investigation of <i>Variances</i> and provide feedback to the Warehouse Manager (Finished Goods & Packaging) for <i>Stock</i> or <i>Batch Adjustments</i> - Conduct <i>Month-end Stocktakes</i> - Print relevant documentation, e.g. the <i>Worklist</i>, to direct the activities of the team	25%
Picking, Staging and Dispatching	- Pick stock according to the <i>load work</i> - Check that the type, quantity, and <i>Batch Number</i> of the physical stock picked correspond with the information captured on the scanner - Check that the correct pallets are used, that pallets are correctly configured, and that the right <i>Stacking</i> is applied - Check that pallets are properly wrapped to prevent damages - Ensure that pallets are packed according to the <i>Company Standard</i> - Check that <i>Safety Standards</i> and <i>Personal Protective Equipment (PPE) Requirements</i> are adhered to - Print <i>Pallet Notes</i> and attach them to the pallets - Check that pallets are correctly stored in accordance with allocated destinations - Check that all loads have been correctly picked for dispatching - Complete <i>Pick List Report</i> with load and pallet quantities picked - Check that stock is correctly loaded on the truck and that <i>Hygiene</i> and <i>Standards</i> are adhered to, e.g. clean pallets and clean vehicle	65%
People Management	- Manage the attendance and performance of direct reports and monitor adherence to expected standards - Offer guidance and support with the execution of their daily activities, and if required, take appropriate Disciplinary Action - Provide direct reports with opportunities for growth and development through on-the-job training and feedback to perform optimally in their roles - Participate in the selection and appointment of new team members	5%



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.

	- Conduct regular meetings and promote open and ongoing communication with the team - Approve the leave of direct reports and manage overtime where applicable - Live and demonstrate the Company Culture by regularly communicating and applying the six (6) themes in the workplace	
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	5%

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

- Planning and organising
- Communication
- Problem-solving
- Computer literacy

Behavioural Attributes

- Accurate
- Reliable
- Follow-through
- Team player

Knowledge

- Knowledge of *Receiving, Storage, Picking and Dispatching Procedures*
- Knowledge of *Housekeeping, Health, and Safety Standards*
- Knowledge of *Pallet Configuration and Stacking Procedures*
- Knowledge of the scanner
- Product knowledge
- Knowledge of the *ERP* system



Special Requirements

- 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
Wayne Booysen	Team Leader - Smalls Warehouse
Tannith Rudolph	Warehouse Manager (Finished Goods & Packaging)

Completed By

Name	Title
Henry Galloway	Human Resources Manager