



Job Profile

General Worker (Pelleting)

Job Details

Job Title	General Worker (Pelleting)
Historic Job Title	n/a
Date Reviewed	2025-06-30
Location	Graaff-Reinet (Bran Pelleting Warehouse (RAW03))

Position in Organisation

Structural Unit	Supply Chain (Warehousing & Logistics)
Position Being Evaluated	General Worker (Pelleting)
Direct Line Manager	Warehouse Manager (Raw Materials & Returns)
2nd Line Manager	National Warehouse Manager
Direct Subordinates	None

Position Description

Overall Purpose of the Job

To timeously receive and dispatch sufficient raw material and to support daily operations in the Warehouse to ensure a clean and safe working environment.

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)



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

Minimum	Minimum time spent in job
No formal work 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
Receiving of Raw Material	- Assist with the offloading of loose commodities and bag raw material after receiving confirmation that the <i>Quality of Stock</i> is in order - Assist and perform <i>Forklift Operations</i> for loading and offloading of materials when necessary - Ensure proper <i>Stock Rotation</i> for inbound and outbound Raw Material - Package finished Bran Pellets into bags, sacks, or containers and prepare for storage or dispatch - Perform basic <i>Quality Checks</i> in the Warehouse, like <i>Pest Control</i> and <i>Packing Product Standard</i> - Maintain a clean and organised work area; conduct routine cleaning and minor maintenance of equipment - Keep the Warehouse and surrounding premises clean	50%
Stock levels in the Raw Material Warehouse	- Take <i>Silo Readings</i> and check the <i>Stock Level</i> in the Warehouse, and provide feedback to the Operator (Pelleting) - Assist with the operation of the <i>Bran Pelleting Process</i> under supervision	10%
Dispatching of Raw Material for Production	- Dispatch on time the correct <i>Quantity</i> of raw material to the Production Site - Ensure the <i>First-In-First-Out (FIFO)</i> process is followed - Ensure the vehicle is in <i>Good Standing</i> and clean before loading	10%
Housekeeping, Hygiene, 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	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

- Manual dexterity
- Communication
- Basic mechanical aptitude
- Silo readings

Behavioural Attributes

- Attention to detail
- Reliable
- Sense of urgency
- Team player

Knowledge

- Knowledge of *Receiving Policies and Procedures*
- Knowledge of different *Raw Materials*
- Knowledge of *Stock Rotation Principles*
- Knowledge of *Occupational Health and Safety Standards*
- Knowledge of *Hygiene and Housekeeping Standards*

Special Requirements

- Incumbent will be required to lift heavy objects
- Incumbents are 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
Rodriques Lewies	Warehouse Manager (Raw Materials & Returns)
Karen Smith	National Warehouse Manager

Completed By	
Name	Title
Henry Galloway	Human Resources Manager