



Job Profile

General Worker (Raw Material)

Job Details

Job Title	General Worker (Raw Material)
Historic Job Title	n/a
Date Reviewed	2025-06-30
Location	Graaff-Reinet (Bulk & Treats Raw Material & EU Warehouse (RAW02 & WH05))

Position in Organisation

Structural Unit	Supply Chain (Warehousing & Logistics)
Position Being Evaluated	General Worker (Raw Material)
Direct Line Manager	Warehouse Manager (Raw Material & 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 to support the production of quality products.

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
Stock levels in Raw Material (BJK) Warehouse	- Take <i>Silo Readings</i> and check the <i>Stock Level</i> in the Warehouse, and provide feedback to the Warehouse Manager (Raw Material & Returns) - Communicate low Stock Levels to the Warehouse Manager (Raw Material & Returns)	10%
Receiving of Raw Material	- Take a <i>Sample</i> of raw material or stock, complete the paperwork and send a sample to the SHEQ (Safety, Health, Environment & Quality) Department - Assist with the offloading of stock and raw material after receiving confirmation that the <i>Quality of Stock</i> is in order - Check that the material goes into the right silos - Receive other raw materials, e.g. pork meal, check for damages to packaging, and hand paperwork to the Team Leader (Raw Material) for completion - Print <i>QR Codes</i> and correctly place them on bags	30%
Dispatching of Raw Material for Production	- Respond to the <i>Stock Alarm</i> in the Warehouse - Dispatch the correct <i>Quantity</i> of raw material to the Batching Area - Use a scanner to record the <i>Transfer</i> of raw material	30%
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> - 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	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
Use of the Printer
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
Keenan De Klerk	General Worker (Raw Material)
Rodriques Lewies	Warehouse Manager (Raw Material & Returns)
Karen Smith	National Warehouse Manager

Completed By

Name	Title
Henry Galloway	Human Resources Manager