

## Appendix B – Position Description

### “Store Person Position Description

|                                     |                                      |
|-------------------------------------|--------------------------------------|
| <b>Position Title:</b> Store Person | <b>Reports to:</b> Warehouse Manager |
| <b>Department:</b> Warehouse        | <b>Location:</b> Hastings            |
|                                     | <b>Date:</b> 2025                    |

#### Company Profile

##### Our way is to Find a Way

Booth's is a nationwide logistics company differentiated by our innate way of identifying people's needs and delivering on them.

Maybe it's our experience, maybe it's our upbringing. We like to think that finding a way is just a natural part of who we are. If customers have challenging requests, we'll throw everything at it. When we just think that the team might need it, we'll throw on the barbie.

It's this sixth sense that's our not-so-secret secret to how we roll.

Our 'can do will do' attitude is as much for our people, as it is for our customers. This natural way of being that's in our DNA feeds a culture of thinking outside the box, empowering each other to make decisions and following through on what we say we're going to do.

This ability to see a need and deliver on it offers growth and opportunity for our people. If we can help every person feel valued by listening to their needs and finding a way, then we can help everyone reach their somewhere by being their somehow.

#### Purpose

To ensure all stock within the warehouse is loaded/unloaded, picked/packed correctly without error, and following Booth's procedures.

#### Key Responsibilities and Duties

- Check all consignments for damage and correct quantity as per paperwork or orders placed. Endorse paperwork if product is damaged prior to unloading.
- Prioritizing the loading & unloading of all contractor's vehicles.
- Load and unload Booth's vehicles (drivers can assist or help themselves as required - provided they have current OSH certificate).
- Staging loads for inbound vehicles (include ensuring all documents corresponding to the load are correct and endorsed if necessary).
- Putting away or staging loads for delivery in such way to avoid damage.
- Work with Warehouse Supervisor, fleet planners and administration to ensure all freight has correct paperwork before loading and unloading, and that paperwork is kept secure and in clean and tidy condition.
- Moving and possibly driving the trucks for deliveries when required.
- Keep all store and yard areas clean & free from debris.
- Maintain/replace cleaning equipment as necessary.

#### General Responsibilities

All Booth's Transport employees are expected to take responsibility for:

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### **Health and Safety**

- Comply with and promote the Company's Health, Safety and compliance requirements
- Ensure that no action or inaction on our part while at work harms any other employee, customer, or member of the public.
- To follow the safe working practices set out in the Booth's Health and Safety Manual (or its revised equivalent) and relevant policies.

### **Compliance**

- Comply with all relevant legislation by utilising tools and equipment in place appropriately to support compliant behaviours
- Understand the chain of responsibility and your role within that chain, ensuring that your behaviours are of a standard that does not influence or breach the rules or laws

### **Teamwork**

- Be a constructive team member by promoting and actively participating in meetings and providing effective advice, support and encouragement to staff.
- Share information, ideas and resources with others
- Behave in a way that supports Booth's Transport brand and values.

### **Leadership**

- Training and helping team members develop their skills
- Positively influence others to perform their jobs to the best of their ability

### **Customer Service**

- Help promote and maintain a positive company image
- Consistently providing high quality service to customers and suppliers
- Deal efficiently and effectively with queries and correspondence from both internal and external customers/suppliers
- Manage customer complaints in a professional manner and escalate when deemed necessary to the General Manager

### **Key Relationships**

#### **Internal**

- CEO, CFO, People and Capability Manager, Branch Manager, Safety and Wellbeing Manager, Transport Manager
- All internal Senior Leadership Team (SLT), Managers, Supervisors, Team Leaders

#### **External**

- Customers

### **Qualifications/Experience**

#### **Qualifications**

- OSH and F licence.

#### **Experience**

- A minimum of 1/2 years-experience as a Store Person.
- Knowledge of computer programs like Outlook, Excel.
- Knowledge of the Transport / Logistics industry.