

Job Description

Selector



ALDI SOUTH GROUP

1. Job title

Selector

2. Reports to

The job holder reports to the direct leader, who will be confirmed at contract signing.

The personnel leader will be confirmed at contract signing.

In technical subject-matters, the job holder reports to the direct leader.

Hiring, personnel transfers and dismissals require the prior permission of the personnel leader.

3. Subordinates

Not applicable.

4. Objectives

The objective of the role is to assist the direct leader in achieving the required service levels at all times, whilst contributing to, an efficient and co-operative working environment, optimum productivity, tightly controlled inventory, minimal costs, strong due diligence and accurate paperwork.

In fulfilling their duties, the job holder has to utilise their initiative and competence and work according to the principles of the Aldi Management System (AMS). The job holder must ensure they adhere to the rules of conduct outlined in the Employee Handbook and follow the Code of Conduct. The job holder must strive to perform at their best and embrace change in a positive manner.

5. Substitution

The substitution is determined by the direct leader.

6. Duties and Responsibilities

Consulting Responsibility

The job holder:

1. Informs their direct leader about any damaged stock.
2. Informs their direct leader about issues affecting health and safety and due diligence policies.
3. Assists the Section Leader with feedback on products and their packaging.

4. Offers suggestions to improve better working practices.

Responsibility of Action

The job holder:

5. Selects products accurately and efficiently ensuring care in the handling and positioning of stock within the pallet to minimise damages and optimise pallet height/stability.
6. Achieves the set picking targets.
7. Ensures completed pallets are secured and clearly marked with the correct Store number and placed in the correct outbound lane.
8. Enables colleagues to travel with ease by never leaving unattended obstructions.
9. Undertakes cleaning duties as required in all areas of your Department and ensures all spillages/breakages are cleared immediately.
10. Carries out all paperwork duties accurately.
11. Checks product quality at every point of handling, removing any products that are not suitable for sending to Stores.
12. Rotates stock in accordance with Company guidelines.
13. Ensures products are selected safely to avoid personal injury to themselves or stock loss to the company by following manual handling procedures.
14. Operates the Mechanical Handling Equipment (MHE) in a safe and efficient manner, reporting any faults to the Maintenance Department and ensures the trucks are put on charge supply at the end of the shift.
15. Ensures knowledge of your Department's key performance indicators such as pick rates, pick accuracy, inventory and sickness of which will be tracked using the Bradford Score tracker.
16. Understands the importance of inventory control and strives to minimise all areas of stock loss.
17. Ensures all damaged products are communicated to your direct leader for these to be recorded as wastage.
18. Ensures that they accurately record their hours using the clocking system and informs the Section Leader in the event of any errors or omissions.
19. Ensure compliance with all Health & Safety and Due Diligence measures in their area of responsibility.
20. Works in accordance with the Aldi GB & IE Code of Conduct.
21. The job holder works according to the principles of our Corporate Responsibility policy.

7. Individual Tasks

In addition to the duties detailed above, it is the responsibility of the job holder to carry out tasks requested by their direct leader that are of the nature of their job description or deemed to be a necessity of the business.

8. Special Authorities

The job holder:
Is authorised to open Company mail.