



**Busy B's Distributing Ltd.**  
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## Warehouse Labourer Job Description

### Receiving and Processing Incoming Goods:

- **Unloading:** Physically unloading trucks and trailers, often using hand trucks or other equipment.
- **Checking:** Matching incoming shipments with purchase orders and inspecting goods for damage or discrepancies.
- **Storing:** Arranging and storing goods in designated locations within the warehouse.

### Picking, Packing, and Shipping Orders:

- **Picking:** Collecting specific items from shelves or racks to fulfill orders.
- **Packing:** Preparing orders for shipping, ensuring proper packaging and labeling.
- **Loading:** Loading outgoing shipments onto trucks or trailers.

### Inventory Management:

- **Counting:** Performing inventory counts to ensure accurate stock levels.
- **Recording:** Keeping track of inventory movements.
- **Reporting:** Report any discrepancies or issues to the appropriate personnel.

### Other Responsibilities:

- **Equipment Operation:** Operating forklifts, pallet jacks, and other warehouse equipment safely and efficiently.
- **Safety:** Adhering to all safety regulations and procedures to maintain a safe work environment.
- **Maintenance:** Cleaning and maintaining the warehouse. Assisting with equipment maintenance when time permits and in the slower seasons
- **Teamwork:** Collaborating with other staff to ensure smooth operations.