



JOB DESCRIPTION

Job Title:	Warehouse Operative
Reporting to:	Operations Manager
General Role:	To safely and efficiently move materials/product between the Warehouse & Production areas including loading / unloading delivery vehicles ensuring that orders are fulfilled and dispatched on time.
Deputised by:	Other Warehouse Operatives.

Responsibilities:

- Pick and palletise all outgoing materials, including the loading of finished product into containers and company Vans.
- Report any damage to product or missing / incomplete paperwork to the Operations Manager or Supervisor prior to despatch.
- Work with the production team to ensure the timely movement of product avoiding processing delays.
- Maintain a clean and tidy workplace within the Warehouse and Forklift pathways.
- Carry out normal operator maintenance and pre-start checks of the Forklift Truck as indicated by the operator handbook and statutory regulations.
- Drive the forklift truck safely at all times including operating at a safe speed and making pedestrians aware of your presence.
- Ensure that persons other than those authorised by the Company are not permitted to drive the forklift and or other vehicles.
- Wear appropriate personal protective equipment (PPE) and comply with all hygiene practices.
- Ensure that all operations are undertaken in a safe manner.
- Comply with Company Rules, Policies and Procedures.
- Any other duties as required to fulfil the company needs.

PERSON SPECIFICATION

Job Title: Warehouse Operative

Reporting to: Operations Manager

Criteria:	Essential:	Desirable:
Qualifications	<ul style="list-style-type: none"> ➤ Hold a current Counterbalance Forklift License 	<ul style="list-style-type: none"> ➤ Hold a current Reach and/or Electric Pallet Truck License ➤ Level 2 Food Safety Qualification
Experience	<ul style="list-style-type: none"> ➤ Previous experience of working in a similar role within a Warehouse environment 	<ul style="list-style-type: none"> ➤ Previous Warehouse experience gained in the Food Industry
Skills and Competencies	<ul style="list-style-type: none"> ➤ Ability to work under pressure to meet strict deadlines in a fast moving environment ➤ Excellent communication skills both written and verbal ➤ Ability to prioritise workload and exercise good time management skills. ➤ Demonstrate a high regard for safety ➤ Effective team player 	
Flexibility	<ul style="list-style-type: none"> ➤ Flexible approach to working hours 	