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| SECTION 1 – IDENTIFYING INFORMATION |
| Job Title | FHF Distribution operative | Department | Distribution |
| Function | Distribution | Site | Farmhouse Fare |
| Date | 5/10/2017 | Approved by(manager) |  |

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| SECTION 2 – JOB SUMMARY |
| The role covers the acceptance and despatch of goods, alongside the movement of goods throughout the site.Other key areas of the role include, liaison with other departments and staff, general housekeeping duties and accurate recording of all stock movements.The jobholder will be expected to report into the distribution supervisor and follow the tasks allocated. |

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| SECTION 3 – KEY ACCOUNTIBILITIES | % OF TIME |
| **Administration:*** Accurate receipt of Goods – checking against Delivery Note and issue of Goods Received Number.

- Booking of goods onto Movex system ensuring use by dates are adhered to.* Preparation of Goods despatch paperwork ensuring correct product codes are used and correct quantities of goods recorded
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| **Day to day*** Liaise with production on a daily basis to ensure stock is ready for despatch on time
* Liaise with delivery drivers when suppliers delivering to site
* Load and unload vehicles
* Count and check stock – putting stock in allocated areas on the warehouse racking system
* Accurately recording deliveries onto the Movex System
* FLT and Reach driving
* Warehouse management – moving and transferring goods as directed
* Good house keeping – ensuring all warehouse and site areas are tidy and safe to work in -Removal of rubbish and cleaning as production and yard as required.
* Any other reasonable tasks allocated by the Distribution Manager
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| SECTION 4 – EDUCATION & EXPERIENCE |
| Education Level (i.e. Degree, Prof. Quals., etc) |  |
| Years Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc) | 2-3 years experience in warehouse / distribution preferred |
| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) | Basic numerical and computer skills are requiredThe post-holder should be an organised, team worker |

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| SECTION 5 – DIMENSIONS & SCOPE |
| Budgetary Responsibility | Direct/Indirect Budget | Size/Amount |  |
| Other key dimensions(.e.g. sales, products, skus, reports, invoices, etcPlease put description and numbers |  |

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| SECTION 6 – CONDITIONS OF ROLE |
| State any conditions for role(e.g. Travel requirements, site specific/multi-site, Physical conditions i.e. Hot/Cold, indoors/Outdoors, hazardous, etc) | The post holder is required to work both in and outdoors and may have to work in bad weather conditions.The post holder will be expected to wear appropriate safety clothing and boots |

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| SECTION 7 – POSITION IN ORGANISATION |
| **Peer Positions (list below)** | Team Size (if none put 0) |  |
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|  | Reports to (Job Title) | Senior distribution supervisor |
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|  | **PLEASE ENSURE YOU ATTACH CURRENT ORGANISATION CHART** |
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| SECTION 8 - SIGNATORIES |
| Job Holder Signature |  | Manager Signature |  |
| Name |  | Name |  |
| Date |  | Date |  |