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| SECTION 1 – IDENTIFYING INFORMATION | | | |
| Job Title | Warehouse Operative | Department | Warehouse |
| Function | Meat free | Site | FAK |
| Date |  | Approved by  (manager) | Gary Beck |

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| SECTION 2 – JOB SUMMARY |
| To support the Team Leader and Lead Operator in all aspects in the warehouse: goods-in, dispatch, storage (allergen controls),traceability, picking. GMP and H&S. |

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| **Shift performance (health and safety, labour, materials, customer service)**   * Provide information of issues to ensure improvements are captured and implemented. * Adhere to all site transport procedures * Ensure allergen control, segregation and identification. * Adhere to all procedures, FIFO on stock rotation, lot codes for traceability and maintain movex recording. * Help maintain GMP by keeping work area clean and tidy. * Ensure all near miss and accident are reported to management. | 70% |
| **Actively promote the personal development of all staff**   * Promote and help build pride within the work place and team. * Promote a culture of continuous improvement, together with a can do attitude. * Promote an open communication between all internal departments. * Attend return to work interviews on the day of return to work. * Adhere to safe system at work | 10% |
| **Ensure resources are available to meet the needs of the shift**   * Ensure materials are available to deliver the production plan. * Ensure efficient and effective shift change over, by controlling stock levels, and GMP, and documentation. * Report all issues immediately. | 10% |
| **Ensure compliance with all company, technical and legislative polices and procedures**   * Ensure the area/line/product meet all company and legal requirements with regard to health & safety, environment, GMP, food safety and employment law. * Ensure the highest standards within the warehouse area to deliver premium quality products to company specification. * Complete all relevant documentation. | 10% |
| **General**   * Adhere to the company’s Dignity at Work and Equal Opportunities procedure. * Ensure all contact with customers internal or external is conducted in a professional manner (Encourage an open communication culture between all internal departments). * Take part in continuous improvement initiatives through production and projects teams. * Required to carry out any other reasonable duties as requested by Shift Manager, Team Leader. |  |

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| SECTION 4 – EDUCATION & EXPERIENCE | |
| Education Level (i.e. Degree, Prof. Quals., etc) | FLT Licence including Reach, Counter Balance and Bendi |
| Years Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc) |  |
| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) | * Be able to demonstrate specific knowledge and experience in similar role * Warehouse computer systems or data input onto IT systems * Stock control experience |

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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, etc  Please put description and numbers | NA | | |

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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)  Indoor/Outdoor working  Temperature changes | Working within a multi-temperature environment, both inside and outside of the building.  Working Multi Shift Operation |

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| SECTION 7 – POSITION IN ORGANISATION | | |
| **Peer Positions (list below)** | Team Size (if none put 0) | 11 |
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|  | Reports to (Job Title) | Warehouse Team Leader |
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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 |  |