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| SECTION 1 – IDENTIFYING INFORMATION | | | |
| Job Title | Warehouse Operative | Department | Finished Goods Warehouse |
| Function |  | Site | Histon |
| Date | 04.09.24 | Approved by  (manager) | Martin Leader |

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| SECTION 2 – JOB SUMMARY |
| * Grade 3 FLT operators can be allocated to an area where the business risk in responsibility is supported by an area line manager, trainer and auditing feedback. This is determined by the senior operations manager and is typically but not exclusively packing operations. * Semi-autonomous in controlling their asset /area. * Applies Good Manufacturing Principles at all times. * Applies Health and Safety Procedures as a priority and understands the sites values and behaviours * Products must meet all specification and performance parameters and have a recorded and robust documentation record of each activity. * Records must meet the sites due diligence standards and allow full traceability of actions. |

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| SECTION 3 – KEY ACCOUNTIBILITIES | % OF TIME |
| **Safety, Quality, Hygiene**   * Operates in a clean and hazard free work area. * Follows all the sites H&S policies * Creates no hazards by their activity * Communicates with their colleagues to work together safely | 25% |
| **Quality**   * Embraces the THINK food safety culture * Ensures procedures are followed exactly to meet customer and factory specifications * Ensure the quality of the product meets sites standards * Ensures all documentation is legible and filled out in full * Discusses any issues with their line manager to solve problems that will impact the business. | 25% |
| **Hygiene**   * Clean As You Go is applied at all times * Can clean an asset/area to site standards * Area cleanliness at start up , shift handovers and in between runs is performed to high standards following standard operating procedures to ensure it’s done the right way. * Site hygiene rules are followed completely * Personal and protective clothing are kept at a high standard. | 25% |
| **Output**   * Delivers the plan to the designated time frame as a minimum. * Cooperates with colleagues and line managers * Has a flexible approach to meeting customer expectations and hence the team goal. * Supports the training period of new team members via demonstrating the best practice of operating and guiding their progress to competency. | 25% |

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| SECTION 4 – EDUCATION & EXPERIENCE | |
| Years Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc) | * **Experience of working in a warehouse / stores environment preferred.** |
| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) | * Methodical approach * Good hand/eye coordination * Physically fit * Engaging and enthusiastic in manner * Level 1 Key Stage Skills * Flexible working required during certain periods due to customer demands. * Open and flexible to transfer to other areas of the factory as well as other assets. |

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| SECTION 5 – DIMENSIONS & SCOPE | | | |
| Budgetary Responsibility  None | Direct/Indirect Budget  None | Size/Amount  N/A |  |
| Other key dimensions  (.e.g. sales, products, skus, reports, invoices, etc  Please 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) | * Independent commuter * Flexible hours on occasion to meet business needs. * Can cope with wearing PPE relevant to the area and task eg ear protection, safety glasses and overalls as a given together with specific PPE as required eg gloves ,aprons , face masks. |

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| SECTION 7 – POSITION IN ORGANISATION | | |
| **Peer Positions (list below)** | Team Size (if none put 0) | 6 |
| 5 Operatives |
| 1 Supervisor | Reports to (Job Title) | Shift Supervisor |
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| SECTION 8 - SIGNATORIES | | | |
| Job Holder Signature |  | Manager Signature |  |
| Name |  | Name |  |
| Date |  | Date |  |