

# Warehouse & Logistics Operative Job Description

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## Report to

Distribution Controller

## Responsible for

N/A

## Location

Evesham

## Main Purpose of the role

To ensure the safe, hygienic, and efficient preparation and movement of stock within the warehouse, off and on to vehicles delivering or collecting product.

## Requirements

- To unload lorries.
- To use the equipment provided reporting any faults to a Supervisor.
- To store product in designated areas.
- To breakdown product to specified pallet make up.
- To use the SAP RF guns for any movement or transactions of product.
- To pick orders as per supermarket specifications.
- To meet Health and Safety guidelines as well as any other business policies.
- To complete stock transfers to offsite locations.
- Assist the department supervisor in new starter/agency worker training.
- To be competent in whole site annual stock take activities.
- Conduct stock takes upon request
- To be fully trained in specialist driving machinery i.e. Forklifts, Bendi truck and VNA truck.
- To load lorries to specified standard.
- To deputise for colleagues or immediate line manager in their absence where appropriate.
- Any other reasonable duties to meet the needs of the business.

## Person Specifications

The ideal candidate must be physically fit and prepared to work in a chilled environment.

The duties will include unloading lorries, storing products in designated areas, breaking down pallets to specification and loading lorries as required. Therefore good inter-personal, communication and briefing skills are essential; and health and safety knowledge is desirable.

The candidate must be a competent team player. They must be prepared to work with a range of employees from different countries and cultures.

The disposition of the candidate will be personable, reliable, confident and self-motivated. Self-motivation is important, as it is beneficial if employees can work on their own initiative, whilst still carrying out instructions accurately.

They will need to be flexible in relation to the role and hours worked, in line with the organisation goals and objectives. Therefore the ability to work reasonable additional hours as necessary will be required.

Previous experience in the handling of produce would be desirable including forklift and lifting operations. Although training for the successful candidate will be available.

**I have read and understood the contents of my job description and the requirements of my role.**

Signed: .....

Date: .....