**JOB DESCRIPTION**

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| **Job title:** | **Warehouse Operative** | | | | | **Version number:** | | | 3 |
| **Reports to:** | Warehouse Supervisor | | | **Dept** | | Warehouse | | | |
| **Role purpose:** | Carries out a wide range of duties involving the receipt, transportation, picking and replenishment of goods within the Warehouse department. Also unloading and loading of vehicles across a number of shift patterns. | | | | | | | | |
| **Key Responsibilities**  **and Accountabilities:** | Put away/replenishment   * Collects palletised products from the Production department, ensuring that the correct put-away document is put on each pallet. * Uses a stretch-wrapping machine to wrap pallets prior to putting away into bulk locations within the racking, if required. * Uses a hand-held scanner to identify the correct location and puts product away. * Removes bulk product from racking and transfer to correct pick face. * Performs physical checks to ensure that both the product and the locations are correct. * Prioritises between put-away and replenishments according to their relative urgencies.   Loading   * Ensures that delivery vehicles are clean prior to loading, reporting any damaged or dirty vehicles. * Ensures that any returned product and relevant documentation are taken to the designated Returns Area. * Loads orders efficiently and in the correct sequence in accordance with the manifest. Loads full pallets using a stand-and-ride fork truck. * Ensures that all product is loaded safely and without damage and is properly secured to prevent damage in transit. * Liaises with staff from the Transport Company regarding the shunting of vehicles in the yard, and the completion and stability of each load.   Unloading   * Off-load products from vehicles delivered by third-party suppliers, and after checking the delivery for the correct specification and quantity, ensures that the relevant documentation is signed and passed on to the Warehouse Administrator. * Reports any shortages and damages immediately.   Picking   * Using a hand held scanner, picks product, either individual items for additional/remedial orders, or full palletised kitchens. * Uses an order picking truck and follows the instructions on a truck mounted electronic data terminal. * Picks product required for the production of rigid built kitchen units. * Picks primed product for painting, both made to order and painted to stock. * Picks raw material doors for RTA drilling in production. * Picking of panels for the supply of Rigid assembly lines using trolleys   General   * Reports shortages or damages immediately. * Checks fork lift trucks used on a daily basis in accordance with company procedures, ensuring batteries are topped up and reporting any defects. * Works as part of a team to load to ensure work is carried out as quickly and efficiently as possible. * Maintains housekeeping to company standards. * Complies with all company policies and procedures, including all health and safety policies and procedures. * Must be flexible, and willing and able to work in other areas/roles, and participate in any additional necessary training in order to allow them to do so. * Conducts physical inventory counts when required to do so. | | | | | | | | |
| **People Management:** | **Manages people?** | | | | | | No | | |
| **Responsible for:**  Allocation of work (task based)  Setting direction (objective based)  Performance management  Recruitment  Absence management | | | | | | No  No  No  No  No | | |
| **No of direct reports:** | | | | | | 0 | | |
| **Overall team size (headcount):** | | | | | | N/A | | |
| **Other People Mgt comments:** |  | | | | | | | | |
| **Financial:** | **Cost centre manager** | |  | | X | | | | |
| **CAPEX responsibility** | |  | | X | | | | |
| **P&L responsibility** | |  | | X | | | | |
| **Other Financial Impact comments:** |  | | | | | | | | |
| **Key Relationships:**  **(level, nature & purpose)** | **Within own department:**  All warehouse personnel  **Across other departments:**  Production personnel  **External suppliers:**  Delivery drivers (Supply)  Third party Hauliers  **External customers:**  N/A  **Internal customers:**  Production department (issuing materials) | | | | | | | | |
| **Other relationship comments:** |  | | | | | | | | |
| **Skills, knowledge**  **and experience:** | **Essential:** | Good level of numeracy  Good level of communication including both written and verbal  Attention to detail  Able to carry out regular lifting and carrying activities of a varied range of weights, sustained over the course of the working day, which may include heavy lifting and two person lifts. | | | | | | | |
| **Desirable:** | Counter balance licence  Reach truck licence  VNA licence  Previous Warehousing experience  Understanding of Warehouse Management Systems  Health and safety knowledge/training | | | | | | | |
| **Any other comments:** | Must be able to work varying shift patterns between the hours of 0600 and 2200 hours. The times of some shifts may change at short notice which requires a degree of flexibility of the post-holder. | | | | | | | | |
| **Created by:** | **Manager:** | Mark Asher, Warehouse Manager | | | | **Date:** | | 31/05/2019 | |
| **HR:** | Alison Waller, Head of HR | | | | **Date:** | | 31/05/2019 | |