**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.
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| **People Management:** | **Manages people?** | No |
| **Responsible for:**Allocation of work (task based)Setting direction (objective based)Performance managementRecruitmentAbsence management | NoNoNoNoNo |
| **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 numeracyGood level of communication including both written and verbalAttention to detailAble 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 licenceReach truck licence VNA licencePrevious Warehousing experienceUnderstanding of Warehouse Management SystemsHealth 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 |