JOB DESCRIPTION

Job Title	Warehouse Operative
Location	Wardentree Lane, Pinchbeck, Spalding
Working Hours	8.00-5pm 45mins Lunch Mon-Fri 41.25 Hours per week
Reports to	The Warehouse Manager
Job Purpose statement	Work with warehouse colleagues to ensure efficient, safe and accurate handling of stock and delivery of high-quality service to all customers.

Key Responsibilities & Accountabilities:

Responsible For:

- Undertake receipt and checking of incoming stock in line with company goods in process and product is correctly located within the warehouse
- Pick customer orders as per company processes and make available for dispatch
- Ensure all goods are processed and packed in the correct and professional manner
- Assist with regular stock checks as required
- Undertake forklift truck duties as required, ensuring daily safety checks are conducted thoroughly and company warehouse guidelines observed
- Ensure all stock is stored, handled and transported securely and in line with company procedures and health and safety guidelines
- Work with team colleagues to ensure the workplace environment is maintained to a high standard of cleanliness and tidiness, and complies with company and legislative standards at all times
- Ensure all packaging waste is disposed of safely and in line with company processes, recycling wherever possible
- Loading and unloading of goods from vehicle.
- Stacking of goods in correct storage bays.
- Stacking of empty pallets.
- Deputise and provide cover for absent colleagues as required
- To undertake, when requested by the line manager, additional reasonable tasks and responsibilities not outlined above in order to support the success and continuing performance of the department and company
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Essential Skills/Competencies/Experience/Qualifications Required:

Key Skills Required:

- The ability to work under pressure and to tight deadlines
- Multitasking and prioritisation
- Ability to work as a team player
- Basic numeracy, literacy and computer skills

Knowledge Required:

JOB DESCRIPTION

- Technical product knowledge
- Good understanding of, and commitment to, safe working practices

Experience (and/or) Qualifications Required:

- Full UK clean driver's license
- Fork Lift Certificate, desirable not essential as training may be provided

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Policies/Procedures

I confirm that I am aware of the Companies Quality, H&S and Environmental Policies and that I fully understand their content and my personal responsibilities and accountabilities in relation to these policies.

I am also aware that the Company is duty bound to ensure that I work in a safe environment and if this is compromised, I have the right to invoke the Refusal to Work Procedure.

Signed by Manager:	Date:
Signed by Employee:	Date:
Name in capitals:	