

Job Description

Job Title: Warehouse Operative
Reporting To: Shift Manager
Job Summary/Purpose: Assist in the day to day smooth running of the factory

Safety:

Promote and support a safe working environment.

Ensure vehicles are operated in compliance within company Health and Safety policies.

Escalate any safety issues immediately to Line Manager.

Adhere to all health and safety requirements, at all times.

Food Safety

Adhere to and ensure all staff adhere to Business Food Safety Standards at all times.

Escalate any potential Food Safety issues immediately.

Duties and Responsibilities:

Loading and unloading of vehicles using MHE when trained and authorised to do so

Communicating information regarding damages/returns and stock rotation to Management so that appropriate action can be taken

Complete delivery/goods in notes and putting away stock in appropriate locations

Completing a Weekly Stock Report

When required, use of computerised stock control system (SAP) to make transactions and confirm stock movements

Accurate completion of documentation as required by the quality system to drive stock accuracy

Ensure each pallet is secure for transit and labelled correctly

Work in accordance with safe practices and maintaining a clean and tidy area

Carry out scheduled and unscheduled hygiene activity to ensure cleanliness and housekeeping are maintained at all times to agreed standards

Ensure that storage and control of chemicals is carried out within environmental guidelines.

Ensure that all cleaning activity is carried out in accordance with agreed methods using appropriate equipment and chemicals

Follow systems of working that ensure, the safety of staff, the safety of the product and in accordance with customer specifications.

Reporting of faults, non-compliances, process problems and poor product to the appropriate person in a timely manner.

Any other factory duties including Picking, Packing, Stacking, Hygiene or any other reasonable request as required.

I confirm I have read and understand the job description for my position which describes my duties and responsibilities, I also understand that I am responsible for performing other related duties as required which may not be listed.

Name (Printed)	Signature	Date

***This document is designed for guidance only and is not exhaustive.
Duties may change or be added and deleted to meet the changing requirements of the business.***