

ROLE PROFILE

Role Title	Warehouse Operative
Reports to	Operations Manager
Location	Milverton and Wellington
Department	Operations
Purpose of the role	<ul style="list-style-type: none"> To handle, process and pack raw materials and finished products and contribute to the safe, hygienic and efficient running of the warehouse, milling, packing and site operation. This includes supporting activities such as quality assurance, record keeping, labelling and shipping. To contribute to a positive and flexible team spirit and uphold our health and safety standards.
Key internal contacts	<ul style="list-style-type: none"> The Operations team Sales team Quality team
Key external contacts	<ul style="list-style-type: none"> Hauliers and courier companies Sub-contractors
Job description	<ul style="list-style-type: none"> Manual handling of stock, lifting and moving Cleaning - machinery, equipment and general warehouse areas Use of machinery and equipment e.g. milling machinery and Forklift Truck Use of internal stock control systems Receipt of stock via hauliers Despatch of orders - preparation of stock and shipping administration Quality assurance Driving duties Mandatory training to comply with hygiene standards, health and safety and internal processes <p><i>This Job Description is not an exhaustive list of duties; but is intended as a general indication of the range of work undertaken and will vary in accordance with the changing demands of the business.</i></p>
Preferred knowledge and experience	<ul style="list-style-type: none"> A minimum of Maths & English GCSE (or equivalent) Previous experience of working in a manufacturing and/or warehouse environment Driving licence IT skills
Qualities and attitude	<ul style="list-style-type: none"> Honest and reliable. Works successfully with others and contributes to a joint result. 'Can do' attitude, responds well to change. Good time keeping and ability to meet deadlines. Professional and represents the values of the business.
Hours of work	36.5 hours per week
Date reviewed	June 2021, Operations

Please sign below in acceptance that the above job description is a true reflection of your role:

Print Name:	_____
Signature:	_____
Date:	_____