



JOB DESCRIPTION

Job Details	
Job Title	WAREHOUSE OPERATIVE
Department	WAREHOUSE
Reporting to	WAREHOUSE MANAGER

Job Purpose
To be an integral part of a team of warehouse operatives ensuring goods in/out are dealt with efficiently and safely. To be aware of health and safety and maintain a clean and safe working environment.

Key Duties and Responsibilities
<p>Key responsibilities will be:</p> <ul style="list-style-type: none">• Unloading goods-in, and checking of goods unloaded, either manually or with use of fork-lift truck and reach truck or other provided equipment.• Placing goods-in into storage positions within the warehouses manually or with provided equipment.• Moving existing goods within the warehouses, whenever necessary, manually or with provided equipment.• Getting out customers' orders from the warehouses for loading onto delivery vans manually or with provided equipment and getting a second party to double-check goods on when loading.• Dealing with paperwork relevant to all of the above, operating computer in relation to relevant systems and liaising whenever necessary with other departments in warehousing/distribution problems.• On going monitoring of the physical state of the site including warehouses, yards and car-parks with regard to tidiness, cleanliness and Health & Safety issues and rectification, whenever necessary, of any problems.• Carry out stock counts as and when required• Serve customers on the Trade Counter <p>General:</p> <ul style="list-style-type: none">• Undertake other duties as the management may from time to time reasonably require.• Carry out all duties in accordance with Samuel Grant Employment Policies and individual contractual terms and conditions of employment.

PERSON SPECIFICATION

Knowledge:

- Warehouse function – purpose and responsibilities

Experience

- Experience of working in a warehouse environment and in a similar role would be ideal but full training will be provided.
- Reach qualified would be an advantage

Education/Qualifications

- GCSE grades A-C in Math's and English

Key Competencies/Skills Required

- Friendly helpful manner
- Team player
- Good attention to detail
- Positive attitude towards H&S
- Good numeracy
- Proactive attitude
- This role will be physically demanding so good dexterity, agility and physical health is a must

Benefits:

- A competitive salary will be paid to the successful candidate
- Funding and support to complete NVQ level 2 in warehousing, with full time permanent role at end of successful apprenticeship.
- 25 days holiday per year plus bank holidays
- Contributory pension scheme in line with auto-enrolment
- Child-care vouchers
- Bike to work scheme
- Charity fund-matching
- Annual bonus scheme
- Training and development opportunities
- Employee events such as Race Days etc

Note:

This job description summarizes the main aspects of the role, but does not cover all the duties that the job holder may be required to perform. This document is intended to enhance the understanding between the Manager and the employee and may be changed/amended as the job/business needs require.