



<b>Job Title:</b>	Warehouse Operative Grade 1.
<b>Department:</b>	Transport & Warehouse.
<b>Reports To (Job Title):</b>	Warehouse Supervisor & Team Leader.

**Job Purpose**

*To ensure accurate scanning, dispatch and recording of daily orders to maximise service level reporting back issues relating to non –fulfillment of order in a timely manner. To ensure the safe and efficient storage, segregation and disposal of domestic and commercial waste within Ultimate and for monitoring quantities produced and recycle. On occasions may be required to work within other service areas to support business needs.*

**Job Accountabilities**

Operate forklift to load and unload vehicles  
 Operate forklift to move goods to designated areas  
 Flexibility required to support other service departments as and when the business requires.  
 To ensure equipment is used safely  
 To ensure that equipment’s pre-start check sheets are completed and if faults are found that the equipment is reported for repair  
 To ensure that all waste is handled and disposed of into the correct waste streams, guaranteeing that we comply with relevant Health, Safety and Environmental legislation and approved codes of practice  
 Prepare, label, check and palletise product ready for collection  
 To drive company vehicles, if required, to deliver to customers or collect from suppliers\*  
 To be flexible in undertaking duties and responsibilities, may be asked to perform other duties which reasonably correspond to the general character of the position and are commensurate with its level of responsibility

**Key Performance Indicators/ Key decisions**

Ensuring daily orders are dispatched in a timely and safe manner.  
 Accurate dispatching of daily orders  
 Accurate scanning of product for dispatch.  
 Accurate recording of waste material  
 Ensuring waste bins are tidy and not overflowing  
 Ensuring pre checks are undertaken

**Knowledge, Skills & Experience**

Forklift licence –counterbalance essential, reach and electric pallet preferable  
 Driving Licence preferable  
 Team player able to see their contribution to the overall services KPI targets.  
 Able to work with minimum supervision.  
 A person who can challenge in a supportive manner and work constructively with all functions of the business.  
 Highly motivated, able to work on own initiative and show pride in their work.  
 Good timekeeping, flexible when required.  
 Willing to commit to a program of continuous improvement.  
 Coaching and Mentoring skills

**Competencies**

*The behaviours that must be demonstrated in the job.*

- **Can do**  
 Personal initiative and the encouragement of others  
 Determination
- **Team Work**  
 Valuing others  
 Communication, ethics and integrity

- **Innovation**  
Able to meet new challenges
- **Efficiency**  
Achieving efficiency  
Delivering value
- **Quality/Hygiene/Safety**  
We are all responsible for quality, hygiene and safety
- **Job Knowledge/Technical Knowledge**  
Performs tasks with care, is thorough

#### **Key competencies**

- Safety awareness and Food safety awareness
- Checking quality
- Dealing with customers – internal and external
- Demonstrated knowledge of company, job skills, equipment and procedures and works to develop additional technical knowledge and skills
- Self-development, motivates, develops and empowers others to reach goals. Takes responsibility for own and others development.
- Drive to get the job done, works enthusiastically and tenaciously to achieve goals
- Responds positively to change, embracing and using new practices or values
- Innovating and improving what we do. Identifies fresh approaches and shows a willingness to question traditional assumptions
- Thinking things through and identifying solutions, analyses issues and breaks them down into their component parts. Makes systematic and rational judgements based on relevant information.
- Knowing the business, understands the business context
- Working to high standards, understands, maintains and promotes high standards. Demonstrates continuous improvement
- Working with others, encourages team working. Works productively with others across the business, understanding the roles of different areas, and developing good relationships.
- Understands the internal and external customer and provides excellent customer service
- To comply with all Hygiene and Quality procedures and practices to ensure that company standards are met and surpassed.
- To work within government and company Equal Opportunities Policy and practices and report any deviations.
- To work within Government and Company Health & Safety policies and practices to report any hazards or incidences.
- Work in accordance with all company environmental management requirements, taking reasonable care for the protection of the environment through your own acts/omissions and report any opportunities for improving environmental targets