

Job Description

Job Title	Warehouse Operative
Name of Job Holder	
Department	Operations
Reports to	Warehouse Manager John Smedley
Location	KB Event, Pinxton
Job Purpose	
<p>Based at Pinxton, the operator role will be required to work within the warehouse an occasionally assisting in the yard. The role will include operating mechanical equipment, assiting in loading and unloading goods with some occasional heavy lifting, the job can be physically deaminding but rewarding.</p>	
Principal Responsibilities	
<ul style="list-style-type: none"> • To operate reach and counterbalance forklift trucks. • To conduct and record pre use forklift truck checks including topping up forklift battery. • To assist with the loading and unloading of vehicles using manual handling techniques. • To pick, pack and wrap customer orders • To provide accurate and efficient stock counting and inventory checking • To accurately maintain company database stock and warehouse items • To assist in maintaining a satisfactory level of hygiene standards at the warehouse • Assisting in recycling of waste disposal • To adhere to all new risk assessment (RA) and standard operating procedures (SOP) • To assist in booking goods into and out of the warehouse • To handle customer stock with care and consideration to minimise damage and maximise customer service • To consistent work to good standards ensure and proactively encourage an environment where Health and Safety is of paramount importance. • To work with little supervision 	

Person Specification

- Previous experience of working within a haulage environment
- Forklift licence
- Warehouse operative experience
- Use of manual handling techniques and equipment as trained
- Experience in working in a physically demanding environment in a safe manner
- Experience of working to strict deadlines, working under pressure, and implementing standard working practices
- Ability to communicate effectively

Organisational Responsibilities
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Along with all employees in the business, the postholder will:

- Work within given Health and Safety guidelines and proactively act in a way that reinforces a culture of safety across the organisation
- Ensure that they are compliant with the organisation’s policy on Equal Opportunities and behave in a way that supports and reflects an inclusive culture in the business
- Undertake any other suitable and appropriate task requested of them by management in relation to their role or which supports the achievement of wider team and organisational objectives

Signature Job Holder:	Date:
Signature Manager:	Date: