

## Warehouse Operative

**Brand:** Matthew Clark

**Job Family:** Logistics

**Report To:** Team Leader/Supervisor/Manager

**Sub Family:** Logistics

### Purpose

To work within the warehouse operations team to ensure that the day-to-day objectives of the operation are achieved in a timely and efficient manner.

### Core Accountabilities

- To accurately receive, check and put-away all deliveries into the warehouse, ensuring compliance with the Warehouse Management System where applicable.
- To inform the next line manager of any variances relating to delivery paperwork.
- To accurately pick and pack orders ensuring that all stock is complete and undamaged, ensuring compliance with Red Prairie where applicable, and taking into account the implications of manual handling by the delivery crews.
- Comply with all health & safety requirements including use of PPE at all times.
- To report any stock shortages to the next line manager.
- To check packed goods prior to loading for accuracy as and when required to do so providing the next line manager with information relating to any anomalies found.
- To assist in the correct rotation of stock.
- To ensure that all picking locations are accurately replenished to satisfy customer orders.
- Where trained to do so, load vehicles correctly to ensure safe transportation of stock and the safety of delivery crews, taking into account all manual handling requirements.
- Where trained to do so and only if qualified, use manual handling equipment with due care and attention to the safety of others and company property and only for the purpose it is designed to be used for.
- To form a part of the stock take team, accurately recording stock counts as requested by the next line manager.
- To maintain a clean and tidy warehouse and yard, adopting a clean as you go approach.
- To work in a safe and hygienic manner at all times in line with company policies and current health and safety legislation.
- Adhere to all training guidelines
- To act as a driver or drivers mate as and when required to do so.
- To assist the Warehouse / Shift / Operations manager as required to do so.

#### KPIs

- Stock breakages
- Housekeeping
- Company & Depot standard KPIs

### Key Relationships

#### Internal

- Depot Management and distribution, warehouse and admin staff

#### External

- Customers
- 3<sup>rd</sup> Party Logistics & External Contractors

### Experience, Skills and Knowledge

- Good knowledge of using and operating warehouse machinery and equipment, including Red Prairie where appropriate.
- Must have the ability to work in a team.
- Must be physically able to complete all assigned work efficiently.
- Must possess time management skills and be able to meet targets.

## Qualifications & Education

- Current Reach/Counterbalance FLT license desirable
- Relevant current driving license if applicable
- GCSE Maths and English preferred

## Our Values

### Passion

We tackle challenges and opportunities with passion and enthusiasm. Across the business we have fun whilst we do it.

### Agility

We are always flexible to the needs of the business. Our people generate innovative ways of working. In return our leadership embrace new ideas and opportunities.

### Team Work

We work as one team to achieve a common goal. We support our customers, our retail Franchisees and each other.

### Customer Focus and Excellence

We make a difference by going the extra mile for our customers and each other.