

## **Job Specification: Warehouse Operative**

### **POSITION DESCRIPTION**

#### **Key working relationships**

- Reporting directly to the Production Manager
- Liaison with existing members of the Production Department and the wider company.

#### **The Role**

To support production activities and personnel.

#### **Hours of Work**

40 per week full time, plus other hours as required to fulfil the role.

#### **Main Duties**

- Keep the premises clean and tidy.
- Load and unload vehicles using fork truck (counterbalance fork truck licence required).
- Ensure goods and materials received are located in the appropriate area.
- Prepare parcels for delivery and book with couriers.
- Light fitting work, such as reaming hinges, assembling sub assemblies etc.
- Collect and deliver in the local area.
- Receive deliveries when appropriate.
- Ensure the compliance of company procedures, such as Health and Safety; Environmental; Quality for all areas under your direct control.
- Display a proactive, can-do attitude within the organisation, with a culture of right first time and ownership of problems.
- Willingly carry out other duties deemed appropriate by the company.

#### **General Terms**

- As per offer letter of employment, any subsequent correspondence and the contract of employment particulars.
- In line with the Company Handbook.

## **Key Result Areas and Performance Measures**

- Quality of cleanliness and tidiness.
- Administration accuracy and timeliness.
- Housekeeping.
- Feedback.
- Contributing to the development of new ideas through continuous improvement.

## **Specific limits of authority**

- Not authorised to recruit.
- Not authorised to incur non budgeted expenditure.

## **Specific functional contacts**

- Managing Director
- Operations Director
- Production Staff

## Person Specification

Job Title: Warehouse Operative

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT STAGE / METHOD
<b>SKILLS AND ABILITIES</b>			
Manual working	✓		Interview
Communicate effectively in the correct medium	✓		Application Form
Ability to carry out mechanical work		✓	Application Form
Ability to carry out electrical work		✓	Application Form
<b>EXPERIENCE</b>			
Warehouse	✓		Application Form
<b>QUALIFICATIONS AND TRAINING</b>			
CSCS Card		✓	Application Form
<b>PERSONAL QUALITIES</b>			
Self motivated	✓		Interview
Personal drive	✓		Interview
Flexible approach to working	✓		Interview
Tenacious	✓		Interview
Ability to pass knowledge onto others	✓		Interview
Able to work under their own supervision	✓		Interview
100% attention to detail	✓		Interview
Professional appearance and presentation		✓	Interview
A can do attitude	✓		Interview
<b>MOTIVATION AND COMMITMENT</b>			
Seek enjoyment from seeing a well presented premises	✓		Interview

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSMENT STAGE / METHOD</b>
<b>SPECIAL REQUIREMENTS</b>			
Fit and healthy	✓		Application Form
Prepared to travel in the UK	✓		Application Form
Counterbalance fork truck licence	✓		
Forklift licence	✓		Application Form
Full UK driving licence	✓		Application Form
<b>FUTURE EXPECTATIONS OF CANDIDATES</b>			