

Job Profile

Warehouse Operative (Order Picker)

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| REPORTING INTO: | Miroslav Bratt |
| DEPARTMENT: | Operations |
| LOCATION: | Derby Site (Phase 2) |

ROLE OBJECTIVE/PURPOSE:

Picking, scanning and use of Digi for the collation of customer frozen orders. To show a commitment to food safety, legality, quality and integrity.

KEY RESPONSIBILITIES:

- To ensure that correct products are picked in line with customer specifications and quantity, in the required packaging and with the correct label and weight.
- To label products using BT numbers and country of origin.
- To ensure that all weighing scales used are checked and updated every day prior to shift start.
- To complete all necessary paperwork i.e. metal detection/label sheets.
- To complete Phase 2/3 stock.
- To ensure that picking and scanning is completed as required.
- Tidy as you go approach - ensuring all cleaning procedures are carried out diligently to maintain good hygiene.
- To inform the Factory/Production Manager of any defects in products, labelling etc.
- To carry out any other reasonable duties allocated by the Factory/Production Manager or other senior company employee.
- Assisting in other areas of production and warehouse operations as required to meet the needs of the business.

COMPANY INITIATIVES AND COMPLIANCE:

- To comply with all legal and statutory obligations applicable to the role.
- Support Company Initiatives and demonstrate Company Values at all times.
- Carry out any other reasonable tasks as required by the Company.
- Take responsibility for the Health and Safety of yourself and others whilst at work and to comply with the Company's policies and legislation.
- All individuals are expected to maintain personal and professional development to meet the changing demands of the job and participate in appropriate learning and development activities

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE:

- Good knowledge of food hygiene is advantageous; however, full training will be given.
- Working pattern 5 days of 7.
- Working hours are 11.00- 20.00h.

Essential

- Manual handling
- Basic Maths & English for picking/splitting orders, checking numbers and scanning
- Food manufacturing / warehouse experience; wet/cold working environment and some fridge/freezer environment.

Desirable

- Good working knowledge of food hygiene is advantageous; however, full training will be given.
- H&S Qualification
- Scanning System knowledge
- IT literate

This is a description of the role as it is presently constituted and is a summary of the main duties but is not exhaustive. It may be reviewed and/or updated regularly in discussion with the post holder or as organisational focus/needs change.