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| Reference No | Version | Document Title | Date Created / Amended | Replaces | Issued By | Authorised By |
| HRF30 | V1 | Role Profile –Warehouse Key Operative | 03/05/2023 | This is the original document | M T STEELE | K REID |

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| **Role Profile and Person Specification** | | | | | | | | | | |
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| **Job title:** | Warehouse Key Operative | | | | | **Location(s):** | All | | | |
| **Reports to:** | Operations Leader. | | | **Function:** | | Produce & Ambient | **Grade:** | | | S00 |
| **Leader of:** | N/A | | | | | |  | | |  |
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| **Position Summary** | | | | | | | | | | |
| **Key duties - briefly outline the main focus areas for this role:** | | | | | | | | | | |
| * **Follow Health and Safety Policy at all times knowing all responsibilities, promoting a Health and Safety safe culture by ensuring all procedures, risk assessments and SSOW’S are followed at all times.** * Support the SOL / Step Up SOL team leader in implementing a continuous improvement culture within the operation * Undertake receipt and checking of incoming stock in line with company goods in   process, ensuring all Label and Temperature disciplines are completed as appropriate, and product is correctly located within the warehouse   * Accurately record number of ancillaries as necessary on all required paperwork. * Undertake MHE truck duties as required, ensuring daily safety checks are conducted thoroughly and company warehouse guidelines observed * Work with team colleagues to ensure the workplace environment is maintained to a high standard of cleanliness and tidiness, and complies with company and legislative standards at all times * Take reasonable care of both your own health and safety and that of others who may be affected by your acts or omissions, ensuring all company safety and quality systems are followed and all relevant legislation complied with, raising concerns and reporting any incidents or suggestions to your line manager * Ensure all waste is disposed of safely and in line with company processes, segregating waste as necessary. * Ensure individual targets / KPI’s are achieved in line with Warehouse Standards and Performance Reviews. * Ensure that all relevant paperwork, relating to Goods In/Goods Out/Picking is completed in full at all times. * Ensure MHE machinery is driven correctly at all times in line with Endorsement Policy/Health and Safety Policy. * Support and assist newly appointed or less experienced colleagues by providing training and guidance as appropriate * Deputise and provide cover for absent colleagues as required, and regularly   refresh on processes to ensure this can be achieved effectively | | | | | | | | | | |
| **Location specific duties:**  **Inchture Dispatch**:   * Picking customer orders as per company processes, undertaking all necessary controls and ensuring temperature disciplines are complied with as appropriate, and making available for dispatch * Ensuring all pallets are safely loaded and each pallet carries the company’s pallet I.D labels, Destination labels and mixed pallet labels. * Ensuring all stock is stored, handled and transported securely and in line with company procedures, food hygiene legislation and health and safety guidelines * Ensuring each built pallet/BDU is correctly and securely wrapped with pallet wrap to the correct specification   **Box Yard**:   * Responsible for removal of empty boxes from rolling road and placing in designated rows in yard, separating any broken or damaged boxes and assisting with keeping stock feed belt clear when necessary   **Production**:   * Responsible for ensuring production has a constant supply of trays and pallets, transferring packed product through to dispatch, removing the brock boxed produce from production lines and transferring the packed produce from production lines within the pack house   **Washers:**   * Responsible for communicating with all colleagues re stock to wash and pack, supplying all lines/washers with constant supply of produce, removing empty boxes from tippers and placing down the rolling road. * Responsible for scanning boxes into system when placed into washer tippers, transferring boxes from one area to another when requested and printing and applying box label to all out grades | | | | | | | | | | |
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| **Key responsibilities - detail what accountability this role has under each of these key business areas** | | | | | | | | | | |
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| **Finance:** | | Support the OL/TL with KPI efficiencies through effective resource planning and reducing loss in your area | | | | | | | Sole | |
| **Technical:** | | Support the OL/TL and technical to meet all standards & accreditations as required | | | | | | | Joint | |
| **People:** | | Adhere to all people policies and procedures and STEP Values | | | | | | | Joint | |
| **Compliance/H&S:** | | Comply with statutory Health & Safety obligations, Company Health & Safety Policy and the Hygiene Code Of Practise Policy. | | | | | | | Joint | |
| **Commercial:** | | Support direct line manager instilling a culture of continuous improvement. | | | | | | | Joint | |
| **Operations:** | | Comply with company policies regarding receiving and delivering product | | | | | | | Joint | |
| **Legal:** | | Ensure full compliance to external H&S / Food safety standards in line with IPL’s policies and procedures | | | | | | | Joint | |
| **In addition to the above, you are required to carry out such other duties as may reasonably be required** | | | | | | | | | | |

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| **Person Specification** | | | | | | | |
| **Technical Skills Required (Qualifications, Training, Professional membership) Assessed by** | | | | | | | |
| **Essential:**  Forklift Truck License  Basic food safety Training  Manual Handling Training | | | |  | |  | |
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| **Desirable:**  PPT License  Prophet systems Literate  Product Knowledge  IOSH/H&S Certification  Team Leader experience | | | |  | |  | |
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| **Experience Required** |  | | | | | **Assessed by** | |
| **Essential**  Understanding of warehousing/store processes and procedures | | | |  | |  | |
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| **Desirable:**  Previous experience in a similar role / product  An understanding of good manufacturing practises  An understanding of technical requirements and procedure | | | |  | |  | |
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| **Particular Aptitude/Skill Required** | | | | | | | **Assessed by** |
| **Essential:**  Good communication skills  Flexible  Work under pressure  Good attention to details | | | |  | |  | |
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| **Desirable:**  Able to push / pull pallet trucks | | | |  | |  | |
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**Assessment key**

**Interview, Ability/Psychometric Testing, Assessment Centre, Certification, Other**