

JOB DESCRIPTION

Job title	<i>Warehouse Operative Driver</i>
Reports to	<i>Warehouse Team Manager/ Operations Manager</i>
Location	<i>Milton Keynes – Kingston, UK</i>
Key interface	<i>Operations Managers/Warehouse Team Leaders/DC Supervisors</i>

Job purpose

To assist in the accurate movement of stock between Put away/Stock Consolidation/Pick and Pack and Dispatch of Client stock.
 To operate all MHE in a safe efficient manner as trained in line with Company policy.
 The role also includes carrying out other general duties to maintain efficient working practices.

Key duties and responsibilities

- Receive deliveries of packaging stock, check quantities and store tidily.
- Receive deliveries of bulk stock. Check quantities, record receipt and pass on paperwork to team leader.
- Keep shelves restocked from bulk storage.
- To work efficiently as part of the team to achieve targets as outlined by manager
- To report any problems or issues immediately to line manager
- Relabel and bar code stock as necessary
- Pick and pack customer orders to achieve agreed turn-round targets and using suitable packaging products
- Dispatch orders with appropriate paperwork. Assist with the loading of lorries
- Keep warehouse and outside forecourts clean and tidy, keeping gangways clear
- To observe and comply with high levels of health and safety
- To be adaptable and flexible in approach to work

Specifically, in relation to the vehicles:

- Upkeep and hygiene of your designated area.
- The correct use of the MHE being operated and knowledge of the risks from its use
- Using the proper precautions for the use of the MHE
- Completing the necessary maintenance and vehicle check records for the forklift as required and instructed.
- Maintaining good and safe driving habits
- Attending and completing training and refresher training as required
- Complying with the HSE compliance and guidance in MHE truck use and maintenance.

Qualifications and key skills

Qualifications include:

- Specific warehouse vehicle licenses/ training certificates
- Ability in regular repetitive light, medium, and heavy lifting
- Good standards of numeracy, literacy, and attention to detail
- Basic computer skills
- Understanding and application of Health and Safety Regulations

KPI's

- Achieve daily targets
- Accuracy / attention to detail
- Health & Safety compliance

Other Duties

- To apply and practice unit rules and regulations
- To apply and practice health and safety instructions and regulations
- To apply all statutory requirements as instructed
- Embrace, always demonstrate and promote good customer service
- Undertake a programme of personal development in line with the company process
- To protect and ensure the security of the building and the goods and items within it.
- Undertake any other duty deemed reasonable by your manager

Working conditions

Working conditions may include regular evening and weekend work, shift work, working outdoors, and in a highly targeted fast paced environment.

Physical requirements

This role requires physical attributes due to its nature and tasks. A standard of physical health and fitness is required i.e.:

- good vision, good hearing
- ability to stand for long periods of time and/or moving some considerable distance daily on a hard surface.
- Ability to complete repetitive tasks with few breaks
- Ability to withstand exposure to areas of heat and cold on occasion
- Ability to carry out some lifting and carrying may be required
- Working at heights may be required
- There may be a requirement to encounter alcohol and alcohol products.

Additional Information

This job description sets out the current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.