

JOB DESCRIPTION

JOB TITLE:	WAREHOUSE OPERATIVE
NAME OF JOB HOLDER:	
REPORTING TO:	OPERATIONS TEAM LEADER
PRIMARY RESPONSIBILITIES:	To be responsible for the completion of general warehousing duties in an efficient and competent manner in line with Company policy and procedure.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

1. To ensure the health, safety and welfare of self and others affected by your acts and omissions. Working in a safe manner in accordance with Company policy and procedure, reporting incidents, accidents, near misses and unsafe conditions and making suggestions for improvement.
2. To ensure that Company warehouse procedures are executed accurately and effectively to ensure that stock integrity and customer service is maintained and improved.
Including but not limited to:
 - a. Goods receipt
 - b. Put away
 - c. Stock relocation
 - d. Replenishment
 - e. Order picking
 - f. Order checking / packing
 - g. Loading
 - h. Order despatch
 - i. Returns management
 - j. Stock checking
3. To quickly and accurately serve trade counter and collection customers providing a friendly, helpful service
4. Use of Counter balance and Reach Rider Operated Lift Trucks in a safe and competent manner in line with Company policy and procedures
5. To maintain and improve housekeeping and hygiene in accordance with Company policy and procedure by completion of hygiene and facilities management tasks as directed
6. To identify and suggest improvements to processes, procedures and reporting utilised within or generated by Operations

7. Any other reasonable duties as required

Signed for and on behalf of Merton
Group UK Limited.

Signed by employee – confirming that
employee is in agreement with details as
laid out in this job description and will
carry out duties and responsibilities at
all times.

Name: _____

Name: _____

Date: _____

Date: _____