



## **JOB DESCRIPTION**

Role Title: Warehouse Supervisor

Department: Warehousing

Reporting to: Head of Operations

Working Pattern: Mon to Fri (8am-5pm)

### **Role Summary:**

To ensure the smooth operation of the Warehousing facility, including all Issuing of Raw materials and Receipting of Finished Goods from the Pack house/Pasteuriser. Actively manage the unloading and loading of all vehicles onsite.

Manage the Stock levels on site, carry out accurate stock checks, maintain a continuous flow of information between internal areas. Maintain a '**CLEAN AS YOU GO**' policy at **ALL** times.

Accurately document required data for the business and ensure **ALL** stock is accurate before final Dispatch.

### **Responsibilities:**

- Ensure the Pack house have correct Raw Materials ahead of Packing time
- Ensure **ALL** RM stock is kept at agreed buffer level set by the business
- Check/Sign off all Finished Goods upon receipt from the Pack House
- Pallet wrap all Finished Goods and label as required ensuring **ALL** details are correct before positively releasing for Dispatch
- Photograph and document the FG pallets pre Dispatch
- Receipt in all deliveries on site from external suppliers/Hauliers etc.
- Load and unload all vehicles on site and actively manage the yard and booking systems
- Manage relevant data for the Pasteuriser using the Egg base system to ensure robust traceability
- Document daily figures as expected by the business
- Separate all 2<sup>nd</sup>'s (pre pack house) and prepare for issuing to the Pasteuriser
- Positively issue RM to the Pasteurising area

**Cont.:**

- Ensure the area is kept clean and tidy at **ALL** times
- Carry out Weekly/ Monthly stock checks of **ALL** RM on site
- Carry out daily safety checks on **ALL** MHE and racking equipment and document
- Actively communicate with all departments to ensure the smooth flow of the operation and minimal downtime/issues and issues **MUST** be reported to management in a timely fashion
- Assist the other departments as and when requested (egg collection, packing etc)

**Key Objectives/Measurable:**

- 100% Paperwork accuracy
- 100% Stock accuracy
- H&S
- Area Hygiene
- Pallet discrepancies
- Vehicle turnaround times
- System accuracy on traceability software

**Knowledge/Experience:**

- Good numeracy skills
- High attention to detail
- Team player but can also work on own initiative
- Pro-Active and can do approach
- Reliable and flexible
- Forklift and warehousing experience
- Works well under pressure

Note: As a 7 day working operation we require employees to be flexible in their hours/days of work when requested by the business to support the operation. **This will always be notified as far ahead as possible but occasionally will be short notice.**

**To apply:** Please send CV and covering letter to [simon@stewe.co.uk](mailto:simon@stewe.co.uk) . For any questions please call 01872 530320 or email.

**Closing date: 7<sup>th</sup> July 2017**