



Warehouse Operator – Job Description

(Job Code and Level: MPLWAR001)

Definition:

Stores the right amount of materials, goods and products in the right location to feed the business's operational and customer demand.

Overall Purpose of the Role:

Ensures the safe and efficient receipt, storage and dispatch of warehouse materials, goods and products to feed business operations and customer demand.

Key Responsibilities:

General and Task Management

- Take delivery of goods and supplies
- Check for damaged or missing items
- Store goods appropriately
- Pick and pack orders for dispatch
- Move stock around either by hand, using lifting equipment or a fork lift truck
- Load goods for dispatch
- Ensure delivery of materials to production lines in accordance with production standards
- Input data regarding stock and inventory into a computerised system
- Keep accurate stock records
- Carry out stock counts as and when required
- Keep paperwork up to date
- Ensure that all lifting and manoeuvring of product is carried out in accordance with manual handling procedures
- Operate in a safe manner complying with all health, safety and environmental requirements to ensure own and safety of others
- Handle any hazardous materials in an appropriate manner
- Keep areas of work clean and tidy to ensure operational efficiency
- Make recommendations to aid efficiency and add value

Self Management

- Work in a safe manner and comply with the Health, Safety and Environmental Policies
- Balanced and confident
- Applies experience and logic
- Achievement Focussed
- Makes productive contributions
- Team player with a positive effect on the mood
- Consistently manages the task
- Is self aware, resilient, optimistic and open to change
- Shows moral courage, openness and honesty and has a collaborative approach when dealing with others

Skills and Attributes:

- Able to work well as part of a team
- Ability to work accurately and methodically
- Good numeracy and IT skills
- Good communication skills
- Ability to plan and organise work
- Ability to accurately complete paperwork and count stock items
- An understanding of health and safety requirements
- Flexible approach to duties and tasks
- Good understanding of customer deliverables and the impact of failure / cost of poor quality

Qualifications and Experience Levels:

- GCSEs level D-G, Key Skills Level 1, NVQ Level 1, International Vocational Certificate (IVQ).
- No experience may be required as training may be undertaken on the job
- A fork lift truck licence and/or licence to drive assisted lift equipment is essential
- Awareness of Dangerous Goods Handling and aviation security

Example roles this job description may cover:

- Store man
- Warehouse Assistant