

# **Warehouse Operative– Job Description**

Company: Stannah Lift Services Ltd

Function: Home Accessibility Commercial

Reports to: Installation Manager

## **Purpose**

To maintain a safe and efficient warehouse work area controlling goods in, including returned items. Load and unload delivery vehicles using the forklift truck.

## **Key Responsibilities**

1. Ensure that all deliveries are unloaded safely and stored in the correct area of the warehouse
2. Check stock delivered against delivery notes and identifying any differences
3. Ensure orders are made available for Engineers to load
4. Ensure that both warehouse and yard are kept clean, tidy and in safe condition
5. Complete the forklift truck check and record the findings daily, including battery charging as and when necessary
6. Ensure damaged and returned goods are put into the quarantine area and entered the quarantine system when returned to the warehouse
7. Maintain standard of your appearance
8. Deliver customer service consistent with our brand values and ethics
9. Achieve the highest standards of health, safety and environmental performance
10. Record any incidents and report any accidents as appropriate

*This list is not exhaustive and the jobholder will be expected to undertake any duties within their capacity to meet the needs of the business and/or the Warehouse Operative function.*

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## Skills and Experience

- Warehouse experience
- Ability to plan, prioritise and organise workload
- Experience of identifying and implementing best practice
- Commitment to continuous Improvement
- Effective communication skills
- Recording and updating information
- IT Computer Skills

## Personal Attributes and Behaviours

- ✓ Approachable and supportive
- ✓ Flexible and proactive approach to working
- ✓ Effective communication skills
- ✓ Methodical problem-solving approach
- ✓ Calm & effective

## Relationships

### Internal

The jobholder will be expected to maintain close and effective personal working relationships at all levels of the organisation.

### External

Manage Delivery drivers and installers when in the warehouse environment

## Education and Qualifications

- Counterbalance FLT licence
- Full driving licence