

Clearly Drinks	<b>Position Description</b>	Nº ISO	
		Edition	02
	Warehouse Operative	Date	Dec 2024
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## Overview

Position title:	Warehouse Operative
Department:	Warehouse
Position title Manager:	Warehouse Manager
Position title direct reports:	Zero
Location:	Sunderland

## Description Summary

As a Warehouse Operative at Clearly Drinks, you will play a vital role in ensuring the smooth operation of our supply chain. Your primary responsibilities will include receiving, storing, and distributing goods and materials to support production and meet customer demands. This role involves operating equipment, maintaining accurate inventory records, and adhering to health and safety standards in a fast-paced environment.

You will collaborate with team members to load and unload deliveries, pick and put away raw materials for production, organise storage areas, and ensure stock is handled with care. The ideal candidate will have strong attention to detail, good physical stamina, and a proactive approach to problem-solving. Experience in a warehouse setting and familiarity with equipment like forklifts or pallet trucks is essential.

## Responsibilities

- **Goods Receiving and Inspection** involving the acceptance and inspection of incoming deliveries to ensure accuracy and quality. This extends to reporting any discrepancies or damaged goods to the appropriate personnel.
- **Stock Management** which includes the organisation and storing of products, raw materials, and packaging in designated areas using the Warehouse Management System (WMS). You will need to update and maintain accurate inventory records within the WMS, and assist the organisation with annual and cyclical stock counts to ensure system stock accuracy. You will ensure that stock is rotated appropriately to minimise waste (FIFO).
- **Order Fulfilment** including picking and preparing raw materials and packaging for production using WMS instructions to ensure accuracy and traceability. You will assist with the loading and unloading of vehicles, ensuring safe and secure handling.
- **Equipment Operation** means operating warehouse machinery, including forklifts and pallet trucks, and performing regular equipment checks and cleaning, reporting any issues to the supervisor.
- **Health & Safety Compliance** includes adhering to all workplace health and safety guidelines to ensure a safe working environment, and using personal protective equipment (PPE) as required and maintain a clean, hazard-free workspace.
- **Collaboration and Communication** means working closely with production and 3PL logistics teams to ensure timely delivery of materials and products. You will communicate effectively with colleagues and supervisors to resolve any issues.
- **Quality Control** in this role means handling products with care to avoid damage during storage and transit, and ensuring all processes meet company quality standards.

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Function	General Management	Supply Chain	HR
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- **General Warehouse Duties** are wide ranging but means performing cleaning and maintenance tasks to keep the warehouse organised and efficient, as well as supporting other departments and/or taking on additional responsibilities as needed.
- **5S Responsibilities** will require active participation in 5S activities to improve workplace organisation and efficiency, and also maintain 5S standards in the warehouse area.
- **Warehouse Management System (WMS) Usage** involves accurately inputting and retrieving data using the WMS for stock movements, order processing, and inventory control. You will use the WMS to track and report stock discrepancies, ensuring prompt resolution. Due to the nature of our business, it is paramount to follow WMS guidelines to maintain real-time accuracy of warehouse operations.

## Knowledge, Skills and Experience

- Previous experience in a warehouse or similar operational role.
- Familiarity with Warehouse Management Systems (WMS) or willingness to learn.
- Understanding of stock control processes, including FIFO principles.
- Ability to accurately pick, pack, and handle goods with attention to detail.
- Competence in operating warehouse equipment such as forklifts and pallet trucks
- Strong organisational skills with the ability to prioritise tasks in a fast-paced environment.
- Willingness and ability to work on a rotating 3-shift system (e.g., mornings, afternoons, nights).
- Reliable and punctual with a commitment to consistent attendance.
- Understanding of workplace health and safety practices.
- Commitment to maintaining a safe and clean working environment.
- Excellent teamwork skills, with the ability to collaborate effectively with colleagues.
- Strong verbal and written communication skills for accurate reporting and coordination.
- Able to deal with the demands of lifting, carrying, and standing for extended periods.
- Safely perform manual handling tasks.
- Proactive and self-motivated with a problem-solving mindset.
- Willingness to learn and adapt to new systems, processes, and tools.
- Positive attitude and commitment to contributing to a productive and efficient workplace.
- Basic knowledge of Lean principles, including 5S practices, is beneficial but not essential.
- Previous experience working with digital inventory systems or handheld scanners is advantageous but not a pre-requisite
- Familiarity with 5S implementation in a warehouse environment is useful

## Values

- ***Making it Happen*** - Open and authentic in their interactions ensuring they match actions and words, building trust and support with others.
- ***Stronger Together*** - Works collaboratively with immediate and extended teams, building common agendas, aligned objectives and delivery plans.
- ***Be the Best*** - Demonstrates clear ownership, ambition and pride in the business and the local team's performance.
- ***Customer First*** – Contributes to a clear, stretching future vision for the business and motivates others to contribute their best to its achievement.
- ***Socially Responsible*** – Contributes to the overall objective of reducing, reusing, and recycling to conserve natural resources, reduce pollution and our carbon footprint.

## **General**

- To take responsibility for the health, safety, and welfare of yourself. Actively follow the Company's Health and Safety Policy, procedures, and safe systems of work
- Actively follow the Company's Environmental Policy and procedures and play your part in the achievement of environmental initiatives
- Be responsible for your quality of work and ensure that any quality checks required are carried out. Seek support as necessary
- To observe and continually promote equal opportunities and diversity
- To undertake all reasonable training activity designed to support you in your role
- To gain an understanding of the company's products
- To note, understand and comply with the Company policies and procedures. These documents will be available on People HR and available to sign independently.
- To undertake any such other reasonable duties within your skillset as may from time to time be required by your manager