**Role Description & Competency Profile**

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| **Role** | |
| **Job title** | Warehouse Operative |
| **Job Level** |  |
| **Division** | Germains Seed Technology |
| **Department** | Production |
| **Location** | UK (Kings Lynn) |
| **Team Structure**  Reports to, direct reports, etc**.** | Reports to the Production Manager.  No direct reports. |

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| **Description** |
| **Context**  Context in which the role needs to operate. In the situation of challenges or special circumstances it can be mentioned here |
| Working closely with the Production and Quality teams, the Warehouse Operative is responsible for intake and dispatch of all raw materials and product, ensuring that our Germains consistently meets customer expectations. |
| **Role Purpose / Overview**  The contribution of the role to achieving the overall business objective. Span of impact. Main purpose, focus of the role. |
| The primary purpose of this role is to ensure that all raw materials and seed stocks are on site for the production team to execute the daily plan and to be prepared for the week ahead. This is the start of the process for customers. All outgoing logistics with go through this role so attention to detail on products that leave the site are On Time and In Full. |
| **Role Responsibilities**  The key responsibilities and key accountabilities of role. (5 to 10 areas) |
| * Ensure that all deliveries are booked in within 1 working day of receipt of goods with includes sampling and data entry |
| * Effectively maintain clear records of stock movements and storage location |
| * Manage stock counts to maintain accurate levels. |
| * Store all materials in line with required standards and conditions. |
| * To be involved in and ensure delivery of continuous improvement activities. |
| * Liaise with Engineering team members to ensure that machine set ups and equipment breakdowns are attended promptly and effectively, assisting where required. |
| * Carry out first line maintenance tasks in line with individual’s skills and experience, completing maintenance records for tasks completed highlighting any area where additional maintenance attention is required, including safety checks and housekeeping audits in the Warehouse. |
| * Engage and participate fully in personal development plans including routine appraisals. |
| * Involvement in and execution of continuous improvement activities. |
| * Assist engineering in execution of equipment maintenance |
| * Work closely with other team members to ensure that best practice ideas are discussed and implemented to ensure continuous improvement of working practices |
| * Monitor and maintain product quality in accordance with prescribed standards. |
| * Raise and respond to Non-Conforming Reports detaining root cause, corrective and preventative actions. |
| * Work with the Quality department to resolve areas of non-conformance and improvements to products, processes and performance. |
| * Identify potential improvements and work with line manager to implement improvements where appropriate. |
| * Ensure the correct paperwork matches outgoing despatch. Customer services to work with Warehouse on outgoing paperwork . |
| Health & Safety |
| * To Support best practice Health and Safety at Germains to ensure zero lost time injuries. |
| * To carry out duties ensuring that all are carried out in line with the Health and Safety manual. |
| * Report all unsafe conditions, acts and near misses through the ‘near miss’ procedure. |
| * Undertake all requested Health and Safety training to promote improved safety of self and others |
| * If authorised through health and safety training, apply company health and safety procedures of equipment Lock Tag and Test. |
| * Take part in Health and Safety investigations identified through near miss and incident and accident reporting process. |
| * Maintain housekeeping standards through returning items to allocated storage locations and through employing a ‘clean as you go’ process. |
| General |
| * Manage waste streams to ensure waste is kept to a minimum and managed in the most cost-effective manner. |
| * Ensure waste generated is managed in such a way to satisfy regulatory and legal requirements. |
| * Complete administrative paperwork as required for company reporting procedures |
| * Additional work identified as necessary for the operation of the business. |
| **Key Stakeholders**  Who are the main contacts for this role, internally as well as externally |
| ***Internally:***  Site Production, quality and Health & Safety teams.  ***Externally:***  Germains customers, external logistics companies. |

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| **Required experience, qualifications, and necessary knowledge** | |
| **Essential** | **Desirable** |
| * Educated to GCSE standard (or equivalent) with grades C or above in Maths and English. * Experience of working as part of a manufacturing team with previous experience of working in warehousing/distribution. | * Health & Safety qualification would be desirable. |

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| **Other Factors**  Travel, shiftworking, HGV Licence, etc. |
| * The role will require shift work between the hours of |

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| **ABAgri/ Germains High Performance Framework** | Our high- performance framework is a set of guiding values which have been created to enable our business to achieve our strategic ambition. The focus is on what you can do to demonstrate high performance in your role, as well as the behavioural inputs to assist you getting there.   * ***Responsibly:*** We do not comprise on health, safety or quality. We do what we say we will. We care about our impact on people, community and the environment. * ***Collaboratively:*** We start with trust and respect. We leverage our own strengths and those of others to reach our shared goals. * ***Courageously:*** We are prepared to challenge and be challenged. We try new things and we push boundaries. We are not afraid to take risks. * ***With purpose:*** We are clear about what we need to achieve and why. We are passionate about finding ways to deliver it. |