



## **JOB DESCRIPTION**

Role Title: Warehouse Supervisor

Department: Warehousing

Working Pattern: Mon to Fri (8am-5pm), including Bank Holidays

### **Role Summary:**

To ensure the smooth operation of the warehousing, including all issuing of raw materials and receipting of finished goods from the Packing Centre/Pasteuriser. Actively manage the unloading and loading of all vehicles onsite.

Manage the stock levels on site, carry out accurate stock checks and 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 and receipt.

- Ensure the area is kept clean and tidy at **ALL** times
- Carry out Weekly/ Monthly stock checks of **ALL** stock on site
- Carry out daily safety checks on **ALL** pallet trucks, forklifts 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)

### **Responsibilities:**

- Ensure the Packing Centre have correct raw materials ahead of Packing time
- Ensure **ALL** stock is kept at agreed buffer level set by the business
- Check/Sign off all finished goods upon receipt from the Packing Centre
- Pallet wrap all finished goods and label as required ensuring **ALL** details are correct before positively releasing for dispatch
- 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 internal 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 batched pallets to the Pasteurising area



**Knowledge/Experience:**

- Good numeracy skills
- Able to update database in Excel
- 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

**Key Objectives/Measurable:**

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

**To apply please send your CV and covering letter to [info@stewe.co.uk](mailto:info@stewe.co.uk)**

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.**