**HW Coates Ltd**

**Job Description**

JOB TITLE: Warehouse Operative

LOCATION: Middlewich

REPORTS TO: Warehouse Supervisor and Warehouse Manager

(Warehouse Supervisor covers for a Warehouse Operative)

RESPONSIBLE FOR: HW Coates Forklift Trucks

MAIN PURPOSE(S) OF JOB:

To efficiently handle and safely transfer Customers’ product in and out of the warehouse from / to road

vehicle.

PRINCIPAL ACCOUNTABILITIES

1. Use the mechanical handling equipment supplied by the company as authorised, in a safe and

professional manner to minimise the risk of accident to personnel or damage to product and property.

1. To be able to use the tinting and sampling equipment if appropriate to the job role.
2. To verify that product received for storage is properly identified by reference to the vehicle, documentation and package labelling, in order to determine the correct designated storage area within the warehouses.
3. To be competent in the use of electronic scanning equipment for warehouse management where appropriate.
4. To monitor the condition of product packaging during storage and handling, identifying any damage promptly in order to mitigate the consequences.
5. To demonstrate a high level of awareness by promptly attending to any vehicle whether a delivery or

collection, using the time cards displayed on their windscreens if appropriate and seeking guidance from supervision in the event of any problems.

1. To pick and pack an order accurately as per the pick note following any special instructions.
2. To ensure that customer orders loaded onto a road vehicle for despatch conform in all respects to the information described on the loading note and or drivers manifest.

SPECIAL FEATURES

1. The warehouse operations involve the handling and storage of a range of materials, many of which

are classified as hazardous. Warehouse operatives are required to maintain awareness of product hazard characteristics and associated risks at all times – undertake Dangerous Goods Awareness training.

1. Warehouse operations take place according to various procedures, in order to promote safe working in accordance with Health & Safety at Work Act and minimise the risks to personnel, the environment and property from accidents and dangerous occurrences.

Warehouse operatives are therefore required to understand and conform to laid down procedures in all areas of their work.

1. An operative may on occasion, be the sole employee working in a section of the warehouse. In the event of an accident or emergency must assume lead position of responsibility and raise the alarm or notify management accordingly.

ADDITIONAL NOTES

Warehouse A & B have 4 Deputy Warehouse Supervisors who are Warehouse Operatives but with special responsibilities which include:

1. Supervising warehouse operatives within their team.
2. Assisting Warehouse Supervisor with warehouse weekly/monthly warehouse checks and any administration duties required.
3. Always setting a good example to other employees.