

JOB DESCRIPTION



Job Title: Warehouse Operative

Location: Berry Gardens Packhouse

KEY PERFORMANCE AREAS

- Loading and unloading truck, order picking, wrapping products, packing, labelling shipping and receiving.

PRINCIPAL ACCOUNTABILITIES

- Operate within standard operating procedures
- Perform preventive maintenance on forklift, truck.
- Communicate with operators from other shifts.
- Clean and maintain work area.
- Operate forklift, trucks.
- Complete daily logs.
- Responsible for quality control. No damaged product is sent out. No damaged raw material is accepted in.
- Move raw materials to warehouse storage.
- Other duties as assigned.

PERSON SPECIFICATION

1. Evidence of extensive experience working in a comparable role, preferably within the soft fruit industry
2. Ability to relate to key client personnel in a professional and credible fashion
3. Well developed personal and written communication skills, including the ability to communicate with a wide range of employees
4. Good interpersonal skills and well developed leadership and management skills
5. Ability to delegate effectively and to follow-up as appropriate
6. Ability to work as part of a team with colleagues across professional, operational and cultural boundaries
7. Proactive approach and prompt responses to all service requests
8. Good time management and organisational skills with the ability to handle a number of tasks at once and meeting deadlines as required
9. Very good organisational skills

KEY RELATIONSHIPS

Reports to: **Warehouse Manager**