

JOB DESCRIPTION

JOB TITLE: Warehouse/Production Utility Operative

NAME OF JOB HOLDER:

REPORTING TO: Production Controller

PRIMARY RESPONSIBILITIES: Part of the working day will be spent in the Warehouse performing the duties of a Warehouse Operative and performing miscellaneous routine tasks. The remainder of the working day will be spent in the Production Department performing the duties of a Production Operative.

The amount of time spent in each department will be in line with Company policy.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

1. Drive and operate forklift trucks. (Reach, Counterbalance, Clamp).
2. Assist with unloading of supplier's vehicles.
3. Assist with unloading of Company delivery vehicles.
4. Assist with loading Company vehicles.
5. Assist with loading Carrier vehicles.
6. Prepare and pick orders for Carrier vehicles.
7. Prepare and pick orders for Company delivery vehicles.
8. Perform daily picked and palletised order checks.
9. Serve customers collecting from the Trade Counter.
10. Check goods delivered against Suppliers advice notes.
11. Inform Stock Integrity Co-ordinator of any discrepancies or damage to stock, immediately, when a delivery has taken place.
12. Sign Suppliers notes "NOT CHECKED" and date them.
13. Replenish goods in correct locations within Warehouse.
14. Complete housekeeping of racking and warehouse floors on daily and weekly basis.

15. Keep yard and the vicinity swept and tidy.
16. Ensure that used pallets are stacked tidily and safely.
17. Responsible for packing the full range of manufactured paper products.
18. Responsible for preparing the relevant packaging for subsequent production runs.
19. Responsible for ensuring that the Machine Operator is supplied with the correct type and quantity of cores, ensuring that the slitter re-winding process remains uninterrupted.
20. Responsible for basic maintenance of the Production Department machinery e.g. Logsaw, packaging line, when required.
21. Responsible for performing and recording of all quality checks on finished products stipulated on the FINISHED PRODUCT (PACKERS) QUALITY INSPECTION REPORT.
22. Responsible for ensuring that enough pallets are available for the palletising/shrink wrapping of finished products.
23. Responsible for the transferring of palletised finished products into Unit 9 Warehouse.
24. Responsible for the collection and removal of all waste generated within the Production Department into the relevant skip situated on the Company forecourt.
25. Responsible for completing all aspects of the Production Departments Maintenance and housekeeping routines.
26. Responsible for completion of various premises maintenance work e.g. grass cutting, Fluorescent tube changing, painting.
27. Perform other reasonable duties requested by management.

Signed for and on behalf of Merton Group UK Limited.

Signed by employee – confirming that employee is in agreement with details as laid out in this job description and will carry out duties and responsibilities at all times.

Name: _____

Name: _____

Date: _____

Date: _____