



BATA

JOB SPECIFICATION

Position: Warehouse Operative - Amotherby

Hours of work: 40 hours per week with a 1 hour unpaid lunch break. Overtime and Saturday working when required. Flexible shift working may apply

Driving Licence: Full Comprehensive Driving Licence & FLT Licence

Job Purpose

The Warehouse Operatives primary role is to work within a team of Warehouse Operatives performing day to day duties of goods receiving and goods dispatching of all products relevant to BATA's agricultural, retail and feed manufacturing operations. The role encompasses all aspects of goods handling, forklift truck operation, goods storage, stock-taking and house-keeping. Accurate processing of goods documentation at the goods in and the dispatch point is essential to this role.

Job Tasks

Adherence to safe working practises and H & S instructions.

Taking and following instructions from the Warehouse Team Leader/ Warehouse Manager.

Responsible for daily checking of forklift trucks and reporting of any defects to the Team Leader.

Responsible for accurate goods receiving and checking against associated documentation/ accurate goods dispatching as per the picking list.

Loading and unloading of vehicles with or without forklift trucks whilst adhering to safe working practises and maintaining a safe working environment.

Day to day picking of goods orders for customer delivery and to BATA Country Stores using picking lists and/ or computerised scanning technology.

Responsible for Warehouse/ site housekeeping to the highest standards.

Following stock rotation procedures/ assisting in stock-taking when required.

Staff engaged by BATA are engaged in accordance with the Company's Standard Terms and Conditions of Employment.