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| Baxters Logo - May 09.jpg | **Post Description** |
| **Job title** | Seasonal Hamper Assistant |
| **Effective date** | August 2024 |

**Main purpose of the role:**

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| * Receiving, moving, checking, and storing incoming goods |
| * Complete picks accurately and in line with expected time targets |
| * Accurately check the item against the customer’s order |
| * To assist in the loading and organising of deliveries daily |
| * Accurately pack and dispatch customer orders to locations |

**Main accountabilities:**

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| 1 | Your role will involve receiving, checking, identifying, and storing stock into its appropriate location ensuring they are of accurate quantity, type and acceptable quality, report any discrepancies regarding stock (quantities & damages), de-nesting pallets of luxury hamper boxes and assemble protective outer boxes. |
| 2 | You’ll pick, sort and place luxury products on to racks, shelves and tables for the production line team members ensuring all stock is handled in a way as to minimize the risk of damage in an extremely safe, clean, and fast paced workspace environment. After training, you may be required to use the lightweight handheld barcode scanner and tablet to record the movement of goods between locations in each area and/or or to assist in stock take counts. |
| 3 | You will pack products into luxury hamper boxes following visual guidelines and instructions with the ability to work at a fast pace without sacrificing quality and presentation standards and build on to pallets. |
| 4 | Collating additional add on gift items, gift notes, receipts and insert into luxury hamper, secure box, and attach delivery label ready for dispatch. A process that will require you to be accurate and pay attention to detail. |
| 5 | After training you’ll dissemble, re-build pallets, shrink wrap pallets of goods. After training you will manoeuvre pallets of goods using hand operated manual and electronic pallet trucks (18+ years only) to the goods out area in a safe manner in accordance with Company procedures and safety rules. |
| 6 | Your role will involve considerable lifting up to a maximum wight of 23kg. Bending, twisting, standing, and lifting for prolonged periods of time; therefore, two person lifts, lifting aids and frequent job rotation will be mandatory to promote a safe working environment |
| 7 | Responsible for organising, cleaning, and maintaining the workplace following company standards and procedures about Health & Safety. |
| 8 | **Company Policies and Procedures**   * Ensure that the company message and thinking is communicated to your subordinates * Ensure your awareness and implementation of and compliance with the Quality, Health & Safety and Human Resource Policies and Procedures, with any doubts being raised with your Direct Line Manager.   **Food safety, Legality & Quality**   * Ensure that all staff are suitably trained and where necessary make recommendations to your Direct Line Manager * Ensure all new employees are inducted into the Company following appropriate procedure. * Ensure that all Food Safety, quality and legality procedures and processes are followed   **Health & Safety**   * Ensure that the area in which you are working is safe for yourself and others who may be working nearby and that you comply with your responsibilities in accordance with the Company Health and Safety Policy. * Report any accidents/near misses immediately to the Health and Safety Advisor or your Direct Line Manager. * Maintain good housekeeping within your work area * Ensure the welfare of employees under your control. |

# PERSON SPECIFICATION

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| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** |
| **Experience & Knowledge** | * Knowledge of retail operations and customer service. | * Experience in retail environment |
| **Personal Characteristics** | * Exceptional attention to detail * Effective verbal communication skills * Ability to understand written, verbal and visual instructions * Be able to carry out manual handling duties and lifting * Flexible and adaptable to changing situations * Confident, professional and self-motivated * Good time management and organisational skills |  |