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| A red and white logo  Description automatically generated | **Outline Post Description** |
| **Job title** | **Warehouse Trainee Supervisor** |
| **Effective date** | **ASAP** |

**Principal purpose of the role:**

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| * To ensure the effective and efficient daily operations of the Finished Goods (FG) Warehouse, Stores, Yard & Logistics areas and ensure that all tasks are undertaken within HSE guidelines and operating procedures.
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| * To work as a team to ensure the best productivity from the department measured against agreed KPI’s.
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| * To control all finished goods, inbound deliveries (packaging, ingredients etc) and ensure that stock is available to meet Customer Service requirements and operational demand. Ensure customer orders are fulfilled, checked and free of damages prior to dispatch. Ensure compliance in all operations technically, HSE and financially.
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| * To develop into a ‘Supervisor’ role within the Logistics and Warehouse Department.
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| * Ensure a safe, clean department and partake in operations to ensure upkeep of department including operating of mechanical cleaning equipment.
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| * Support and Assemble orders accurately an in accordance with operating procedures
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| * Undertake training and vocational studies to gain the knowledge and qualifications to become a future supervisor and further specialist management and ‘Supply Chain’ courses and qualifications.
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| * Once trained the move to Supervisor role and accountable for managing a alternating shift (early and back shift) \*TBC
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**Main accountabilities:**

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| **1** | Will be trained and coached to coordinate supervision of the FG and Stores Warehouses including operations and staff, ensuring that all customer orders (internally and externally) are complete, dispatched and in a timely manner. |
| **2** | To ensure stock is picked and stored accurately, in rotation (FIFO) at all times (unless advised) & stock accuracy levels are maintained by yourself and team. Stock checks and investigations monitored and carried out as required. |
| **3** | Will be trained and coached in the effective supervision of all staff, ensuring a fair Rota of tasks. Dealing with any issues including recruitment, training, development, absence and discipline. |
| **4** | To review and update, with the agreement of the Supervisors, Site Logistics Manager and European Supply Chain Manager department processes and procedures as appropriate. |
| **5** | To ensure that all relevant paperwork is completed legibly, accurately and within agreed timescales. |
| **6** | To liaise closely with the Production Managers/Supervisors to ensure that any product requests are made available without delay or within the agreed time scale. |
| **7** | To communicate effectively with the other Logistics supervisors, management and team members to ensure that all agreed tasks are met in full. |
| **8** | Provide cover for staff shortages as required, where possible still allowing people to attend meetings  |
| **9** | Potential requirement for travel to other sites and third party locations for support and further training and development.  |
| **10** | To promote a good Health & Safety culture, ensure and facilitate general housekeeping of warehouses and areas are kept to a high standard and comply with good manufacturing practices. |
| **11** | Carry out pre-shift inspections of Gas/Electric MHE (material Handling Equipent) & report any defects as instructed and trained.  |
| **12** | Record any damages timely and correctly using correct procedures as trained.  |
| **13** | Load trailers safely and sign off loading sheets ensuring that the correct orders have been loaded and in the correct order. |
| **14** | Unload trailers sent up from factories ensuring that products & quantities are correct and free from damage as instructed and trained.  |
| **15** | Ensure a clean and safe working environment – promote and facilitate a clean as you go policy and comply with good manufacturing and operations practice.  |
| **16** | Any other tasks as instructed by the Supervisors, Site Logistics Manager or the European Supply Chain Manager. |

**Key characteristics**:

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| * Knowledge and experience of working in a Logistics/Warehouse/Manufacturing environment would be preferred however full training would be given.
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| * Numeracy, literacy skills and good computer skills.
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| * Good attention to detail.
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| * Willing to be trained/coached and learn through external vocation opportunities and self-learning.
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| * Ability to manage and prioritise workloads and work under pressure.
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| * Forklift license/trained would be an advantage however full training will be provided.
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| * Role requires some manual handling and bending.
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| * Basic HSE knowledge including handling of chemicals however full training will be provided
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| * High level of flexibility and attitude towards company requirements
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**Location**:

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| * Fochabers
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**Hours**:

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| * 08.30-16.30 Monday to Thursday, 08.30-15.30 Friday
* Understand that on completion of training or as business requires that hours and shift pattern will change. Potential alternating shift (early and back shift) \*TBC
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