

# Dispatch Team Leader (Production – full time)

## September 2020

To be responsible for ensuring an efficient and tidy dispatch and warehouse area

Responsible to Operations Manager Responsible for no-one

Absence covered by sales Coordinator and other members of the team

### Job Description (General Description)

- Prepare, palletise and dispatch orders to customers according to information from Sales department
- Check all incoming goods are fit for purpose against delivery notes and prepare for use
- Store packed stock in allocated areas in warehouse
- Monthly stock takes with the finance department
- Inform purchasing of stock levels
- Plan packing schedules and prepare labels for daily packing
- Recycle cardboard accordingly
- Responsible for competition and monitoring of all goods into our Traceability database.
- Prepare Traceability tests for internal and external audits
- Monitor Sage for shortfalls and plan accordingly
- Input all packed and bulk stock into Sage and monitor for discrepancies
- Responsible for forklift and pallet reach truck

### Health & Safety

- Comply with Health & Safety obligations, taking steps to avoid dangerous situations and reporting any incidents or 'near misses' of an unsafe nature to your supervisor or one of the directors.
- Be aware of the manual nature of the job: you will/may be standing and lifting heavy weights (max 25kg) for the majority of your working day.

### Hygiene:

- Keep to agreed standards, to include wearing the appropriate clothing at all times. In particular, when in production areas protective clothing, Wellingtons or boots and hair caps must be worn correctly at all times.
- Observe policies on nuts, glass and other issues as required.
- Help to maintain defined standards of cleanliness and tidiness

### Characteristics & Conditions

- To comply with procedures for each part of job in our Standard Operating Manuals.
- A neat, tidy appearance should be preserved at all times
- All duties to be carried out in a hygienic manner and to "best practices"
- No smoking or chewing gum whilst in paid time
- To participate in public relations through the media
- To be aware of the confidential nature of the work and to maintain discretion
- To be courteous and considerate to the other staff, customers and members of the public

