



# Logistics Yard Operative



## The finer details

Which site am I based at?  
Isleport

Which team am I a part of?  
Logistics Support

Who do I report to?  
Logistics Support Manager

Who do I look after?  
N/A

Team size?  
Two

Do you have responsibility for a budget?  
No

## Qualifications & experience

### Essential:

- ♥ Able to undertake manual tasks
- ♥ Effective communication
- ♥ Relevant work experience in a Distribution or Production environment
- ♥ Excellent time management
- ♥ Full UK Driving License
- ♥ Forklift license

### Desirable:

- ♥ Basic Food Hygiene
- ♥ FMCG Experience
- ♥ Microsoft Office knowledge

## The purpose of your role

You will work as an integral part of a small team within Logistics at the Distribution site. Whilst ensuring the yard area is safe and operational, you will undertake a variety of routine and ad-hoc tasks to ensure we maintain the highest standards of product quality, health and safety and customer service for internal and external stakeholders. You will work regularly with other departments, ensuring company goals are achieved.

You will be a role model for high levels of food safety standards, with a reputation for organisation, cleanliness and reliability.

## Responsibilities

- ♥ Daily, effective, safe operation of forklifts to load and unload vehicles and move a variety of pallets, equipment and objects around the site.
- ♥ Regular driving, manual loading and unloading of company vehicles, delivering a variety of materials between the Distribution site, Production sites, and other locations.
- ♥ Demonstrate a commitment to Health & Safety by maintaining the cleanliness and safety of all external areas of the Distribution site. Areas include, but are not limited to car parks, walkways, MHE lanes, fence perimeters, steps, fire exits, smoking areas and loading bays. You will role model this behaviour by calling out unsafe practices and rectifying unsafe conditions as soon as possible, coordinating and escalating with other functions when required.
- ♥ Active involvement, commitment and governance of the quality management system and risk assessments, making sure all relevant controls, documentation and procedures are completed effectively and accurately to validate food safety controls. Escalate any food safety breach or quality issue and ensure that any product below our standards is identified and escalated appropriately

- ♥ Effective communication, both internal and external, using a range of communication methods.
- ♥ Role models company standards of hygiene, operating with a 'Clean as You Go' approach, maintaining workplace organisation and visual management standards with colleagues.
- ♥ Actively suggest and participate in improvement activities that ensure effective use of resources.
- ♥ Ownership of the COSHH, PPE and equipment replenishment required for use in your role.
- ♥ Ensuring all equipment and company vehicles are properly cared for by the completion of effective cleaning, audits and basic maintenance tasks. You will rectify basic faults and escalate where required.

## What great looks like for this role

- ♥ Pro-active problem solving: remains positive and solutions focussed whilst working with energy and pace
- ♥ Attention to detail: spotting hazards, reporting and rectifying swiftly, when safe to do so, offering improved ways of working and always looking for efficiencies
- ♥ Champion a can-do attitude: approach tasks and colleagues with enthusiasm and a desire for swift resolutions.