



SOFT FRUITS

the **berry** specialists

**Job Title:** Warehouse Operative Apprentice  
**Reporting to:** Warehouse Supervisor  
**Direct Reports:** N/A  
**Hours:** Minimum 40 hours over 5 days including weekends to be agreed in advance  
**Location:** Orchard Farm, School Road, Salford Priors

**Job Purpose:** To move material in and out of Salford Priors site effectively and efficiently

**Main duties and responsibilities:**

- To dispatch orders to customers accurately and in a timely fashion
- To ensure all pallets are correctly labelled, secured and presentable
- To ensure Prophet is up to date as material moves in and around site
- To adhere to all company policies and procedures
- To work collaboratively with all departments
- To undertake any other duty commensurate with the role



**Person Specification**

	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
<b>Education</b>			
Fork Lift License		X	Application
Power Pallet Truck License		X	Application
Minimum GCSE Grade A - C or equivalent in maths and English.		X	Application
<b>Experience</b>			
Experience in distribution		X	Application/Interview
Experience or knowledge of Prophet		X	Application/Interview
<b>Skills</b>			
Effective verbal and written communication skills	X		Application/ Interview/Test
Attention to detail and accuracy	X		Application/Interview
Ability to prioritise own workload	X		Application/Test
Ability to use initiative and as part of a team	X		Application/Interview
Ability to embed and live ASF Values	X		Application/Interview



**Integrity – we do the right thing; we meet industry standards**

- Demonstrates an honest, ethical and authentic approach
- Honours agreements and so forms reliable, long term relationships
- Remains polite, courteous and respectful at all times
- Gives and receives objective, constructive feedback
- Trusts the team to deliver results
- Has an open and honest conversation to improve performance when necessary

**Exceed – we over deliver**

- Sets clear SMART targets and priorities
- Explores opportunities to exploit ASF points of difference
- Ensures colleagues have personal development plans
- Works with customers and colleagues to solve challenges
- Takes a positive approach and focuses on being the best

**Efficient – as experts we continuously seek to improve our supply chain processes and costs**

- Is organised and does the right thing at the right time
- Communicates clearly and concisely
- Looks to simplify work and make things more efficient
- Keeps commitments made to colleagues and customers
- Avoids unnecessary waste and costs to improve profitability
- Prepares well for meetings, manages the agenda and follows up on actions

**Innovate – we develop new varieties and other creative approaches**

- Encourages new ideas
- Challenges the status quo
- Understands our market place; customers and consumers
- Encourages people to take a wider view eg by shadowing colleagues in other parts of the business
- Is brave to try new ways of working
- Finds ways to promote the products as part of a healthy lifestyle

**Collaborate – we work closely with colleagues, customers and suppliers to build long term relationships**

- Treats people like people rather than costs
- Builds meaningful, supportive relationships
- Ensures everyone has clear roles and responsibilities
- Listens and uses appropriate words and body language
- Is positive, motivational and enthusiastic; a good role model
- Presents solutions to problems and challenges
- Works together as One Team to achieve results
- Praises and celebrates successes

