Job Title: Warehouse Operative (Dispatch)
Reporting to: Warehouse Supervisor
Direct Reports: N/A
Hours: 35 guaranteed off peak and 45 guaranteed in peak over 5 days
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 pick orders for customers accurately and in a timely fashion.
- To ensure all orders are dispatched and vehicles are loaded accurately and safely in a timely manner.
- To ensure all dispatched vehicles have accurate load plans which correspond to the load on the vehicle.
- 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 provide cover for our Scanner's and be able to supply the lines with fruit as outlined in the Scanner JD when cover is needed.
- To ensure all areas of the warehouse and fridges are kept clean and tidy at all times.
- To be able to provide cover on the bailer machine when needed.
- To be able to provide cover to complete Stock Session report.
- To adhere to all company policies and procedures.
- To work collaboratively with all departments.
- To undertake any other duty commensurate with the role.

July 2020

Person Specification

	Essential	Desirable	Assessed
Education			
Power Pallet Truck License	X		Application
Fork Lift License		X	Application
Minimum GCSE Grade A - C or equivalent in maths and English.		X	Application
Experience			
Experience in distribution	X		Application/Interview
Experience or knowledge of Prophet		X	Application/Interview
Skills			
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

July 2020

**Angus Soft Fruits Company
Values and Behaviours**

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

July 2020

- Presents solutions to problems and challenges
- Works together as One Team to achieve results
- Praises and celebrates successes

July 2019