

Job Title: Warehouse Supervisor- Late Shift
Reporting to: Warehouse Manager
Hours: 35 hours 15th May – 14th October
45 hours per week 15th October-14th May To include minimum of one day at the weekend
Location: Orchard Farm, School Road, Salford Priors
Job Purpose: To assist the accurate and smooth flow of material through the Salford Priors site.

Main duties and responsibilities:

- To support the recruitment, management and development of staff in accordance with site policies and procedures.
- To provide effective staff cover for site operation.
- To maintain site safety, including allocation of personal protective equipment and compliance with healthy and safety policies and risk assessments.
- To supervise full adherence to the Angus Soft Fruit Prophet System.
- To supervise stock accuracy and escalate any issues appropriately.
- To supervise and control accurate product packing to predetermined customer specification, timeframes, quality and quantity.
- To complete all documentation accurately and within agreed timeframes.
- To work collaboratively with other departments.
- To attend relevant meetings and cascade information to teams as appropriate.
- To undertake any other duty commensurate with the role



Person Specification

	Essential	Desirable	Assessed
Education/Qualifications			
Fork Lift Licence	X		Application
Minimum GCSE grade A- C or equivalent in maths and English.		X	Application
Certificate in Industrial Management		X	Application
Experience			
Proven experience in effective people management	X		Application/Interview
Distribution experience	X		Application/Interview
Experience in management of workplace health and safety		X	Application/Interview
Proficiency in Prophet PR2 systems.		X	Application/Interview/Test
Skills			
Effective verbal and written communication skills	X		Application/Interview/Test
Ability to develop and maintain effective internal and external stakeholder relationships.	X		Application/Interview
Attention to detail and accuracy	X		Application/Interview
Ability to prioritise own and others' 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



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

