

Samworth Brothers

Supply Chain

ROLE PROFILE			
Job title	Warehouse Team leader	Date	September 2020
Business	Samworth Brothers Supply Chain		
Department	Warehouse		
Location	Oak Meadow		
ROLE SUMMARY (main purpose)			
<p>Reporting to and supporting the Warehouse Supervisor, this is a multiskilled role from inbound to outbound, tempering and freezing. This role is a key warehouse function responsible for leading small team of operatives to deliver the daily warehouse plan.</p> <p>You are responsible for day to day activities including Return to works, team briefings, re deployment and managing the teams time keeping.</p>			
REPORTING STRUCTURE			
Reports to	Warehouse Supervisor		
Direct & indirect reports	Warehouse Team leaders and Operatives		
Key internal stakeholders	Directors, Senior Managers, Operatives		
Key external stakeholders	Bakeries, Customers, Suppliers, Engineering		
KEY ACCOUNTABILITIES AND RESPONSIBILITIES			
<ul style="list-style-type: none">• To support the Warehouse Supervisor in delivering a professional, cost effective and efficient method of warehouse operations.• Own and manage all shift related activity in a designated area, ensuring that all departmental KPIs are achieved.• Efficient performance reporting of all relevant information, ensuring that all potential service issues are escalated in a timely manner.• Delivering key Company and departmental information via effective and regular team briefs and communications.• Ensure your team is fully trained on all relevant warehouse standard operating procedures and safe systems of work, including any new starters.• Ensuring picks are available for the warehouse operatives, while moving the colleagues around the warehouse to maximise efficiency and performance• In liaison with the Warehouse Supervisor, ensure that all employee relations activity, with a high level of confidentiality, such as return to work interviews, daily performance, monitoring and reviewing of employee breaks, redeployment and control the start of shift MHE check sheets.• Ensure that all information is effectively communicated between departments to enable vehicles to depart on time and that any changes from the load plan are signed off.			

- Review and communicate the day to day aspects of the Warehouse operations, such as gun stock errors, product shorts, products ready for loading at the designated time and all MHE Pre-operation Sheets completed with any issues being escalated to the Supervisor.
- Walk the areas of responsibility to carry out a H&S check to ensure the warehouse operation complies with all quality and health and safety procedures including fulfilling all food safety requirements to meet BRC standards.
- Maintain a good standard of housekeeping throughout the shift.
- Develop self to have the ability to cover for the Supervisor during absences
-

QUALIFICATIONS, EXPERIENCE, SKILLS / KNOWLEDGE

Qualifications	
Experience	<p>Working in a FMCG environment</p> <p>Leading a team, to deliver the warehouse operation</p> <p>Has demonstrated leadership through, coaching, communication and problem solving</p>
Skills/ Knowledge	<p>Good numeracy, spoken and written communication skills</p> <p>Strong IT skills, WMS</p> <p>Able to work in a time driven environment working to timescales and prioritise workload.</p>

PERSONAL ATTRIBUTES & BEHAVIOURS

- Approachable, fair and consistent Teamleader who will challenge colleagues to deliver day to day activities
- Willingness to change ways of working with an open mind and able to feedback constructively
- Resilience, persistence and determination are shown at all times which will encourage the right behaviors of others
- Conscientious and thorough

COMPETENCIES FOR SUCCESS

Competency	Descriptors
Values People	<i>Demonstrates the belief that people are our most important asset and central to the success of the organisation. Everybody should be treated with dignity and respect at all times.</i>
Collaborative Team Working	<i>The willingness to act as part of a team and work towards achieving shared objectives through adopting best practice in line with PQP and Federalism.</i>
Flexibility and Adaptability	<i>The ability to change and adapt own behaviour or work procedures when there is a change in the work environment, for example as a result of changing customer needs.</i>
Customer Service	<i>Demonstrates the understanding that the satisfaction of our internal and external customers is the foundation of our success.</i>
Initiative & taking Ownership	<i>Steps up to take on personal responsibility and accountability for tasks and actions in line with PQP and Federalism.</i>

