



Despatch Operatives
Banbury
£Competitive

Working 12 hour shifts, 4 on 4 off (days and nights)

As a Despatch Operative you will be required to accurately pick orders, with the use of scanning equipment, load vehicles both manually and with the use of a powered pallet truck (for which training will be given) and to accurately complete all associated paperwork.

You will possess good communication and numeracy skills, be flexible and able to work as part of a team. Previous warehouse experience preferred.



JOB DESCRIPTION

Job Title: Despatch Operative, Banbury
Reporting to: Assistant Distribution Manager
Company: Fine Lady Bakeries Limited

Job Responsibilities

- Identify and book in multiple products ready for loading and distribution using modern barcode scanning and touch screen monitors.
- Understand and adhere to PC Data despatch systems being able to open loading profiles and scan products onto trailers using fixed scanning systems and barcode recognition and be able to read computer loading screens to fulfil and dispatch orders on Dock Manager Systems.
- Move products from pull off areas into designated areas using Identification labels on stacks and heads up lane displays (HUD).
- Load orders onto vehicles. Some loading will require the use of a powered pallet truck (for which training will be given). Care should be taken when using a powered pallet truck to ensure the safety of those working around you and yourself.
- Understand the use of date coding and ensure product is correctly booked into PC Data using hand held scanners, Barcodes and touch screen technology.
- Report any discrepancies or date coding errors.
- Unload and load vehicles in the yard or on the unloading bays as required.
- Ensure that vehicles are securely loaded and strapped to enable them to be moved around the bakery premises safely.
- Move products around the despatch area, either manually or by use of a powered pallet truck.
- Maintain a satisfactory standard of housekeeping within the despatch area (this includes ensuring all loading bay doors are shut when not being used).
- Work under a “clean as you go” policy.
- Assist in other areas of the business as required.
- Carry out any other reasonable duties as requested by the Company.

Health & Safety Responsibilities

- Take care of your own safety and that of others.
- Ensure that products, plant, equipment, vehicles and buildings are not damaged.
- Comply with health and safety procedures and instructions.
- Do not neglect, misuse or damage anything provided in the interests of health and safety.
- Report to your manager/supervisor any hazard, accident, damage or defect in order that remedial action may be undertaken.
- Undergo any training or instruction to enable you to work competently and safely.