

2 Sisters Food Group Job Profile



Role: Despatch Operative	Location: Scunthorpe UKP	Grade: weekly Paid
Department: Despatch	Line Manager: Team Leader	Direct Reports: No
<p>Job Purpose: To load vehicles ensuring consignments are safe and secure, and despatched on time. To unload vehicles, and check consignments which are entering storage.</p>		
<p>Facts and Figures: As a Despatch operative, there aren't many figures that are needed to be dealt with, with the exception of overall number of pallets required and produce amount for customer orders. You will also be faced with figures when weighing pallets to check them against the specifications set in place within an order.</p>		
Accountabilities	Behaviours	Knowledge, skills, experience
<ul style="list-style-type: none"> • Load vehicles with correct product to meet customer order specifications • Safely Unload and load vehicles. • Ensure any discrepancies are identified and rectified before closing load. • Keep accurate and legible records. • Be trained to operate a fork lift truck or electric palletiser. • Convey wrapped pallets to floor scales for weighing. • Accountable for ensuring hygiene expectations are met and followed appropriately, you will be responsible for keeping the respected are clean and tidy. • Adhere to all Health and safety regulations and ensure they are followed in full in order to avoid any potential hazards and injuries to themselves or colleagues • Ensure all pallets to be loaded are labelled correctly and adequately wrapped • Ensure load a safe and secure before despatching trailer. • Anything else required to complete your role successfully. 	<p>Accountability</p> <ul style="list-style-type: none"> • It's taking responsibility; carrying the burden; being answerable; knowing the onus is on you; accepting the duty; agreeing it's your task; showing integrity; being conscientious. <p>Discipline</p> <ul style="list-style-type: none"> • It's showing control; making preparations; following best practice; having direction; being methodical; taking time to plan; complying with regulations. <p>Agility</p> <ul style="list-style-type: none"> • It's being responsive; working at speed; bringing energy; being decisive; making the right call; delegating to others; collaborating when needed <p>Respect</p> <ul style="list-style-type: none"> • It's showing appreciation; treating with dignity; having courtesy; listening to other views; giving credit to others. <p>Transparency</p> <ul style="list-style-type: none"> • It's being very clear; being truthful; being straightforward; being trustworthy; showing sincerity; sharing thoughts and plans 	<ul style="list-style-type: none"> • Good observational skills • The ability to work at an efficient pace • Good team working and communication skills • Ability to follow and understand tasks required to perform the role • Food safety Level 2 • A good understanding of your own responsibilities under the Health and Safety at Work Act 1974 • Fork lift Truck licence
Author: HR Manager	Created: September 2019	Review: September 2020

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I have read and understand my roles and responsibilities as detailed within this job description.

Name.....

Signature.....

Date.....