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| **Role:** Support Crew | **Location:** Scunthorpe UKP | **Grade:** Weekly pay |
| **Department:** Despatch | **Line Manager:** Team Leader | **Direct Reports:** No |
| **Job Purpose:** To offer support to a number of areas within Despatch and palletising, you will rotate through a number of tasks within a shift in order for the area to be working as efficiently as possible allowing for resources and man-hours to be utilised effectively. Scanning, order picking and also fork truck driving are examples of some roles you will be required to fulfil. To follow procedures and required practices to ensure that we produce products of the highest quality, food safety and food integrity. |
| **Facts and Figures:** Must meet customer requirements when palletising and ensure pallets meet the correct weight specification set in place on each order. Will need to deal with figures when working with Dolav and will also be in a number of other circumstances where weighing will be required.  |
| **Accountabilities** | **Behaviours** | **Knowledge, skills, experience** |
| * Must ensure pallets are correctly wrapped to avoid any health hazards to yourself or other operatives
* Prepare produced goods for dispatch and distribution
* Will be responsible for weighing pallets to ensure they are packed to the correct weight requested by customer
* Will be required to gas flush produce for the purpose of preservation, training will be provided within the role if required.
* Load vehicles with correct produce to meet customer order specifications
* Unload vehicles.
* Check consignments.
* Ensure any discrepancies are identified and recorded.
* Keep accurate and legible records.
* Be trained to operate a fork lift truck or electric palletiser.
* Convey wrapped pallets to floor scales for weighing.
* Take delivery of goods and supplies
* Store goods appropriately
* Pick and scan products for despatch
* Load goods for despatch
* Carry out stock takes as and when required
* Keep accurate stock records
* Input data regarding stock into a computerized system
* Anything else required to complete your role successfully.
 | **Accountability** * 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.

**Discipline*** It’s showing control; making preparations; following best practice; having direction; being methodical; taking time to plan; complying with regulations.

**Agility*** It’s being responsive; working at speed; bringing energy; being decisive; making the right call; delegating to others; collaborating when needed

**Respect*** It’s showing appreciation; treating with dignity; having courtesy; listening to other views; giving credit to others.

**Transparency*** It’s being very clear; being truthful; being straightforward; being trustworthy; showing sincerity; sharing thoughts and plans
 | * 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
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I have read and understand my roles and responsibilities as detailed within this job description.

Name……………………………………………………………………………………………………...

Signature…………………………………………………………………………………………………

Date………………………………………………………………………………………………………..