

Job Description:   
Warehouse Operative

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| Function: | | | | **On-Site Services - UK&I - Energy & Resources - Onshore Energy – P66** | | | | | | | | |
| Position: | | | | Warehouse Operative – Fixed Term Contract until June 2021 | | | | | | | | |
| Job holder: | | | |  | | | | | | | | |
| Date (in job since): | | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Joanne Young, General Services Manager | | | | | | | | |
| Additional reporting line to: | | | | Warehouse Supervisor | | | | | | | | |
| Position location: | | | | Phillips 66 Humber Refinery | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| * To assist in the day-to-day operation of the warehouse; ensuring all aspects of store keeping and tool store operation are conducted safely and in a timely manner * Carrying out daily activities as instructed by the Warehouse Supervisor, including but not limited to, inventory control, receipting, locating, work packing, counting & issuing form the warehouse and tool store. | | | | | | | | | | | | |
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. | | | | | | | | | | | | |
| Revenue FY13: | n/a | | EBIT growth: | | n/a | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | n/a | |
| EBIT margin: | | n/a |
| Net income growth: | | n/a | Outsourcing growth rate: | n/a | HR in Region | n/a | |
| Cash conversion: | | n/a |
| Characteristics | | * Add point | | | | | | | | | | |

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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Taking accountability for the health & safety of self and others * To work as part of the larger warehouse team to provide faultless customer service, maintain excellent general housekeeping and a collaborative team environment. * Picking customer orders * Loading & unloading of vehicles * Dispatching goods for repair/overhaul * Carrying out audit of inventory |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Internal and external issues from stock, including the timely picking of material reservations for collection updating the SAP staging tool for all applicable transactions * Unpacking, checking, posting and locating of receipts, including raising of purchase order discrepancies in a timely manner and in accordance with P66 procedures * Operate the Kardex storage media, locating, withdrawing, etc. Be able to resolve issues with faults and maintenance of stock records within the Kardex software * Operate the specialist handling equipment that is used within the warehouse including; counterbalance, aisle-master, reach truck & rough terrain forklifts * Responsible for all materials requiring quality inspection ensuring 100% compliance of P66 procedure * Process all work pack requests in accordance with current policy or as directed by the Warehouse Supervisor. Ensure that these are correctly located, staged and accounted for * Unloading of delivery vehicles, including chemicals at the chemicals storage yard and oils & lubricants at their respective storage area * Arranging transportation for tools and materials requiring onward shipment form the refinery as and when required * Ensure that all areas are maintained to an excellent standard of housekeeping, making sure all items are labeled and stored in a clean and tidy condition * Ensuring all items received in the warehouse are accounted for and signed out by the collecting party * Maintaining the customer issuing hatch at all times during the normal working day, responding to customers in a timely & professional manner * Processing goods receipt documentation received from procurement and off-site customers as required ensuring relevant paperwork is in place * Maintaining all documentation such as test certification where applicable for both tools and materials * Re-stocking of the various vending machines around site as and when directed by the Warehouse Supervisor * Issuing and receiving of tools, using the Tool Hound software, ensuring that the requester has the correct permission to receive the item and has the correct documentation * Replenishing of tool store items as and when required, using SAP * Liaising with third parties, in the repair and overhaul of tool store items * Filling the lubricators with oil to ensure tools are fit for service * Responsible for ensuring bicycles are sent away for repair/service and that the records are maintained * Resolve any iPay discrepancies in SAP * Carry out Audit/Stocktaking of all materials as directed by the Warehouse Supervisor |

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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Customers satisfied with service levels * Health & safety standards maintained; zero accident culture embedded * Systems and processes complied with |

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| ESSENTIAL   * Customer focused exemplary work ethic and attitude * Good knowledge of materials, metallurgy, equipment and components * Understanding of stock preservation * Good communication skills both written and oral * Be able to balance long/short term priorities * Flexibility – responsive to changing needs * Able to work effectively both individually and as part of a team * Accepts ownership, is accountable and delivers on commitments * Innovative & responsive * Computer literate, experienced in Microsoft Office – Excel, Word etc * Full driving licence * Knowledge of SAP applications |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| |  |  | | --- | --- | | * Growth, Client & Customer Satisfaction / Quality of Services provided | * Leadership & People Management | | * Rigorous management of results | * Innovation and Change | | * Brand Notoriety |  | |

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| 7. Signature |
| * I agree that I have been fully briefed on my job role and that my job description has been explained.   Employee’s Signature:  Employee’s Name:  Date:  Manager’s Signature:  Manager’s Name:  Date: |