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| **Job Title** | Warehouse Operative |
| **Business Unit** | Restore Datashred |
| **Department.** | Operations |
| **Location** |  |
| **Reports to (direct)** | Warehouse Supervisor/Operations Manager |

###### MAIN PURPOSE OF JOB

To process waste materials in accordance with company procedures. Working in line with company

H&S and compliance in all warehouse matters, maintain daily machinery checks before starting the

working day. Working to keep the Process machines and warehouse environment in a clean, safe,

working condition, reporting any defects as required to minimize production downtime. Being able to

work on your own and as part of a team, with a degree of flexibility during busy periods. As this is a

confidential waste destruction site, confidentiality is always paramount, providing a secure and

reliable service to all our customers.

###### KEY TASKS

1. To assist with the loading and unloading of confidential paper and materials from vehicles

as required.

2. To complete relevant daily, weekly and monthly documentation checks on all process and

baling machinery and all other equipment within the warehouse.

3. To Operate the Shredding & Baling machinery in a safe and compliant manner.

4. To report any Shredding & Baling machinery / equipment / vehicle defects to the

Operations Manager/Supervisor.

5. To comply with the WTD regulations and other relevant Legislation.

6. To assist with any warehouse or production requirements as determined by depot

Management.

7. Ensure that all lifting and maneuvering is carried out in accordance with manual handling

procedures

8. Operate in a safe manner complying with all health, safety and environmental requirements

to ensure own and safety of others

9. Safe and compliant use of a counterbalance Forklift Truck or JCB Telehandler Truck in a

busy working environment.

10. Keep areas of work clean and tidy to ensure operational efficiency.

11. Assist Service Collection Operatives with collections from customer sites as and when

required.

\*\*\* The above is not an exhaustive list but an outline of your duties. All Restore Datashred employees need to be aware that they may be asked to perform tasks and be given responsibilities as reasonably requested.

**SKILLS, QUALIFICATIONS, EXPERIENCE:**

1. High levels of Health and Safety standards.

2. Numerate and literate.

3. Excellent verbal communication.

4. Able to work well as part of a team

5. Ability to work under pressure showing flexibility when required.

6. FLT Counterbalance / JCB Telehandler Experience Required

7. Confidential Wastepaper or Recycling Experience Desirable but not necessary as full

training will be given.

8. First Aid Certificate is desirable but not necessary as full training will be given

9. Fire Marshall Certificate is desirable, but not necessary as full training will be given

**HEALTH & SAFETY RESPONSIBILITIES:**

• Adhere to all Company Policies and Procedures contained in the Information Security,

Environmental, Health and Safety and Quality Management Systems

• Report any Information Security, Environmental, Health and Safety and Quality incidents to

your supervisor

Managers are responsible for training staff on Company Policies and Procedures contained in