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

###### MAIN PURPOSE OF JOB

To safely and efficiently break down assets deemed for waste disposal. Ensuring the component parts are disposed of in the correct and safe manner.

###### KEY TASKS

* Take receipt of assets to be broken down.
* Remove batteries from UPS’.
* Collate mobile devices, PCB switch boards, (once stripped) and HDD’s ready for shredding, either on site or shipment to other sites.
* Presort data tubs to remove data bearing assets.
* Move stock around either by hand, using lifting equipment or a pump truck.
* Keep accurate records and paperwork up to date.
* Comply with company policies and legal guidelines.
* Operate in a safe manner, complying with all health, safety, and environmental requirements to ensure own and safety of others.
* Ensure that all lifting and maneuvering of materials and assets are carried out in accordance with manual handling procedures.
* Handle and report any hazardous materials in an appropriate manner.
* Be aware of all safety-related rules and regulations for the site.
* Keep areas of work clean and tidy to ensure operational efficiency.
* Make recommendation to aid efficiency and add value.
* Manoeuvring forklifts safely in busy industrial environments
* Safely stacking and unstacking large quantities of goods onto shelves or pallet
* Unloading deliveries and safely relocating the goods to their designated storage areas
* Ensuring that forklift driving areas are free from spills or obstructions
* Regularly checking forklift equipment for faults or damages
* Using industrial plastic wraps and wooden pallets to safely stack and package goods for transport
* Keeping up to date on health and safety requirements and forklift operating procedures
* Ensuring stock and materials are accounted for and securely stored
* General warehouse housekeeping.
* Assisting in Goods In department if required.
* Provide absence cover which may cover all warehouse responsibilities.
* Undertake additional duties as and when required to meet the needs of the business, which may include working outside of normal hours on occasion.

**SKILLS, KNOWLEDGE & EXPERIENCE REQUIRED**

* Waste management background.
* Experience of working within a warehouse setting.
* Able to work well as part of a team.
* Ability to work accurately and methodically.
* Ability to accurately complete paperwork and count stock items.
* An understanding of health and safety requirements.
* Flexibility towards duties and tasks, especially during times of cover.
* Good understanding of working to targets/goals.
* Good numeracy and IT skills.
* Good communication skills.
* Ability to plan and organise workload.
* Ability to accurately complete paperwork and count stock items
* An understanding of health and safety requirements.
* Good understanding of customer deliverables and the impact of failure / cost of poor quality.
* Manual dexterity as physically demanding role.
* Patience and enthusiasm.

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

**OTHER INFORMATION**

From time to time and dependent on customer requirements and location you will be required to do additional jobs, overtime and Saturday work, which is part of your contract.’

**COMPLIANCE RESPONSIBILITIES**

* Adhere to all Company Policies and Procedures contained in the Codes of Conduct, Information Security, Environmental, Health and Safety and Quality Management Systems
* Report any Health & Safety, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery incidents to your supervisor/line manager.

Managers are responsible for training staff on Company Policies and Procedures contained in Health & Safety, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery Management Systems.

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| **APPROVALS:****Line Manager** Name: …………………………………………Signature:……………………………………Date:…………………………………………… | **Post Holder**Name: ……………………………..………………Signature:…………………………………………Date:……………………………………………… |

**The company reserve the right to amend or update this job description as the demands of the business develop.**

**Signed Job Description are to be returned to the HR Department and will be used as part of the Appraisal process.**