

Assistant Nights Warehouse Manager

Freshview Foods are looking to recruit an experienced Assistant Manager for our busy Nights Warehouse Department. The purpose of the position is to assist the Nights Warehouse Manager with the day to day running of the department implementing new initiatives to improve cost effectiveness, efficiency and service by the depot.

Managing, training and motivating a team to meet all KPI targets set by management.

To assist in the development and deployment of systems to maximise the production output and efficiency of the operation.

Whilst ensuring the Nights Warehouse operation complies with all BRC, Health and Safety and Hygiene regulations.

Key Responsibilities:

- Ensure that all operations and working environment is maintained to the highest safety standards possible and encourages the engagement of all colleagues in all aspects of health & safety practices
- Responsible for ensuring that all direct reports are undertaking their responsibilities in line with their job descriptions and on track to attain their role objectives and to do so by routinely completing and recording details of 121's/appraisals
- To manage all activities during the night operation to ensure all orders are completed accurately and both quality and quantity is accurate, whilst delivering the cost base as per the forecast budgets.
- To be able to (i.e., if Nights Manager not available) complete and maintain all rota's as well as approving holiday cover, ensuring the required staffing levels are maintained.
- Using the company's in-house performance monitor ensure pick rates and accuracy are maintained.
- Where necessary complete CPA forms, which work towards monitoring employee performance.
- Ensure corrective action is taken to help employee performance where necessary.
- Through informal and formal meetings maintain pick performance, while ensuring management team are completing formal appraisals are carried out in a timely manner.
- Ensure replenishment operations are being maintained to agreed standards.
- To ensure that all orders are picked accurately to the highest standard, with particular attention being given to "Priority Orders" all in the allocated time.
- To effectively brief the management team to ensure daily tasks, quality issues, customer requirements are understood.
- Ensure that the vehicle loading operation is undertaken safely in readiness for relevant driver start times and all loading documents are completed in line with business procedures.
- Responsible for confirming that managers/supervisors ensure the necessary paperwork and labels are produced as required by each Sales Order and that pick sheets are fully completed.
- Ensure that management team effectively oversee the checking of shorts to ensure all available product is picked and that the admin team can order any necessary stock levels to cover the Shorts Pick
- To ensure a clean and tidy warehouse is continually maintained, and all stacks are always level working to a "Clean as you Go" environment.
- Maintain discipline and implement the Company Disciplinary Procedure when required.
- To work in a team-based environment where all managers/employees work together for the good of the business..

Working hours:

40 per week. 4 x 10 shifts per week hours to suit the needs of the business

Usual working hours between 7.30pm—6am

To apply:

Please apply in writing with an up to date CV for the attention of Nicola Lessiter to recruitment@freshviewfoods.co.uk

Location: Stoke-on-Trent

Telephone: 01782 717806