



Job description – Days Warehouse Manager

Contract: Full Time

Why Freshview?

If there's one word that encapsulates the ethos of Freshview Foods, it's 'excellence'. This applies to the quality of the produce we deliver as well as the levels of service we offer to our customers.

At Freshview Foods, we understand that commercial success is driven by talented employees and loyal customers. Just like our dedicated team members, who constantly go the extra mile to ensure our company's high standards are maintained and exceeded, Freshview is committed to ensuring our people feel safe, valued and engaged.

What you'll be doing

We are looking for an exceptional Warehouse Manager to join our busy operation on a full-time permanent basis. You will ensure that a safe and consistent level of service is maintained by overseeing all aspects of the warehouse department during the day including good inward, stock management, QC and replenishment.

Using your excellent communication skills, you will motivate, coach and monitor your team throughout the shift ensure that all company objectives are met. Effective people management skills and knowledge of the industry are fundamental to this role.

You will be working together with the management team to improve the efficiency and accuracy of the days warehouse function to ensure that Freshview achieve our goal to put CARE in all we do.

This is a full-time contract, 40 hours, 5 shifts per week, including weekends and Bank Holidays. Based at: Freshview Foods Ltd, Unit 2 Lowfield Drive, Wolstanton, ST5 0UU. Start and finish times vary but is usually shifts times between the hours of 6am, until 6pm - flexibility is required.

Salary: competitive dependent on experience



Your responsibilities

- Manage all goods inward deliveries and collections to ensure they are checked, labelled, and booked onto our bespoke system making sure all documentation is correct allowing the business to maintain accurate stock and traceability records.
- To guarantee that the QC checks and processes are completed on all incoming and existing stock to ensure that the highest quality produce is delivered to our customers.
- To ensure a clean, tidy and safe warehouse is continually maintained, working to a clean as you go environment to achieve that our Health and Safety and Food Safety standards are adhered to.
- Complete and maintain all warehouse rota's, workforce planning and holidays.
- Through informal and formal methods help improve team performance, ensuring that all Personal Development Plans are completed twice a year with each colleague.
- Where necessary deal with any absenteeism working with your line report and HR.
- To brief the warehouse team to ensure daily tasks, quality issues and customer requirements are understood.
- To ensure that all equipment is maintained and in good working order and any issues or damage are reported to the appropriate line report or outside contractors, always requesting a quotation is received prior to work being carried out.
- To ensure all Goods are stored in the agreed location and rotated to safeguard stock integrity under the correct temperature conditions.
- To ensure any changes in purchased volumes due to seasonal demand are accommodated in the appropriate manner, maximising the warehouse capacity.
- Ensure pick locations across the warehouse are sufficiently stocked to cause no disruption to the night pick operation.
- To play a key role in the implementation of all new business and procedures, communicating with all relevant departments throughout the process to ensure a smooth integration into the business.
- To assist in the development and deployment of systems to maximise the production output and efficiency of the operation.
- To identify operational improvement opportunities as applicable, formulate and deliver resolutions as agreed.
- Utilise company systems (i.e., Issac) in identifying performance trends to investigate and lead service improvement opportunities.
- Undertake project work as directed and agreed.
- Work with your line report to provide accurate and achievable budgets for each financial year.

Skills & experience

- Experience managing a warehouse team.
- Excellent IT Skills.
- High product knowledge and above average understanding of the industry/role requirements.
- Self-motivated and able to work using own initiative.
- Able to develop and maintain strong relationships across the business.
- Outstanding communication skills.
- Experience working to and achieving targets and business objectives.
- Confident handler of people

Personal qualities

- Ambitious - to always provide our customer with an excellent service.
- Commitment - to continually improve our operation and achieve business objectives.
- To show respect to our colleagues, customers and the community.
- A willingness to go the extra mile.

WHAT'S IN IT FOR YOU?

28 days holiday pro rata (including bank holidays),
plus extra holidays for long service (up to 5 days)

Employee discount on our
produce

Enhanced maternity/paternity package

Company events

Cycle to work scheme
(we'll cover the cost initially so you
can get your bike tax-free)

Life Insurance cover*

A generous thank-you bonus if you 'recommend a friend'
to work with us too. Lots of people work alongside their
loved ones at Freshview

Training and development opportunities open
to all.

Birthday card on your birthday

Free Health Insurance*

Wellbeing resources, including Mental Health First Aiders
and access to free health and wellbeing services such as
counselling and physiotherapy. Your wellbeing is a top
Priority

Christmas food hamper

Free fruit at work

*With 12 months service