



Job description – Nights Warehouse Assistant 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 Nights Assistant Manager to join our busy nights 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 operation for targets to be met and customers to receive their specific order in perfect condition as requested.

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 are fundamental to this role.

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

This is a full-time contract, 40 hours, 4 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 7.30pm, until 6am - flexibility is required.

Salary: £35,000 - £37,500 (Dependent on experience)

Apply with an up to date CV to recruitment@freshviewfoods.co.uk

Your responsibilities

- Manage all activities during the night operation to ensure that all customer orders are picked and packed to the customer in the best condition and matching exactly to the customer's requirements.
- Use our in-house performance monitor system to ensure that all pick rates and accuracy are maintained to the high standard that we pride ourselves on.
- To be able to complete rota's, shift plans and manage holiday requests in the Nights Managers absence to ensure that we have the correct level of staffing required each shift.
- To ensure a clean and tidy warehouse is continually maintained working to a clean as you go environment.
- To brief the nights team to ensure daily tasks, quality issues and customer requirements are understood.
- Responsible for ensuring that the nights team are performing against their job descriptions and our core values and do so routinely completing and recording details of 121's and performance development reviews.
- Maintain company by procedures and escalate to Human Resources when required.
- Ensure that the vehicle loading operation is undertaken safely in readiness for relevant driver start times.
- To make certain that all stock is being kept securely and under the correct temperature conditions.
- To make sure that any quality issues are reported to management and our purchasing department.
- To complete all necessary end of shift reports to ensure the smooth running of the operation.
- Have a good knowledge of our service and the products available to talk about and promote Freshview.
- Understand and ensure that our team adheres to our food safety and health & safety policies and procedures.
- To undertake any other reasonable request as directed by your line manager.

Skills & experience

- Experience managing a large team.
- Excellent IT Skills.
- Experience working with fresh produce would be desirable.
- Experience working in warehouse distribution or similar.
- Outstanding communication skills.
- Experience working to and achieving targets and business objectives.
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Personal qualities

- Ambitious - to always provide our customer with an excellent service.
- Commitment - to continually improve the nights warehouse operation.
- 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