

<b>Job Description</b>	
<b>Job title:</b>	Warehouse / Yard Team Member
<b>Hours of work:</b>	3 days per week / 15 hrs per week @ £12.00 per hour 7am – 12pm (timings flexible) ***ONE MONTH TRIAL PERIOD***
<b>Line Manager:</b>	Mario Dunn

<b>Job purpose</b>
<p>For over thirty years, Dance and Dean have been one of the leading building and maintenance services companies in Suffolk serving businesses throughout the southeast of England. During this time, our business has gone from strength to strength, and since becoming a limited company in 2003, we have grown to become even more successful working with some of the UK's leading supermarket and care home chains.</p> <p>As our warehouse / yard operative you will be responsible for the smooth day to day running of this area. Main duties listed below -</p>
<b>Main Duties</b>
<ul style="list-style-type: none"> <li>● Receiving deliveries and putting them away</li> <li>● Keeping yard clean and tidy</li> <li>● Keeping warehouse clean and tidy</li> <li>● Issuing of stock</li> <li>● Accurately recording stock</li> <li>● Re-ordering stock</li> <li>● Regular counting of stock / stocking taking</li> <li>● Organising stock and stock locations</li> <li>● Organising skip collections and deliveries</li> <li>● Cleaning of company vehicles</li> <li>● Adhering to H&amp;S processes and procedures</li> <li>● Collection and drop off of company vehicles for services / repairs</li> </ul>
<b>Skills &amp; Attributes</b>
<ul style="list-style-type: none"> <li>● Previous experience working within a yard or warehouse environment.</li> <li>● Great communication skills</li> <li>● Good timekeeping is essential.</li> <li>● The ability to undertake physical work</li> <li>● The ability to work as part of a team but also on your own using initiative</li> <li>● To have a can do and positive attitude towards work</li> <li>● Ability to follow detailed instructions</li> </ul>



- Good level of spoken and written English
- Good knowledge of Microsoft 365 – outlook / excel.
- A valid driver licence.
- Over 21 years old (In order to drive company vehicles)

**Qualifications**

**Disclaimer:**

The description above is a summary of the job requirements and not an exhaustive list of all possible job responsibilities, tasks and duties.