

# Job Description



## Summary

<b>Job title</b>	Warehouse Operative
<b>Department</b>	Warehouse Team
<b>Location</b>	On site: DEYA Brewing Company Unit 27 Lansdown Industrial Estate, Gloucester Road, Cheltenham, Gloucestershire, GL51 8PL
<b>Salary and other compensation</b>	£24,960 per annum
<b>Hours</b>	Full time: 40 hours per week
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Warehouse Manager
<b>Additional information</b>	Requires clean driving licence Physically demanding role

## Recruitment Timeline (STC)

Application: 22nd Apr 2024 - 29th Apr 2024

Interviews: 6th May 2024 - 10th May 2024

Offer: 17th May 2024

## The role

You will be responsible for various tasks related to the efficient operation of DEYA Brewing Company's warehouse. You play vital role in the smooth functioning of a warehouse by handling various tasks such as receiving goods, managing inventory, organising storage, picking and packing orders, preparing shipments, delivering shipments, operating equipment, and maintaining safety standards. Your efficiency and attention to detail contribute to the overall productivity and customer satisfaction of the warehouse operations.

## Responsibilities

- Carry out daily duties in a safe and timely manner to meet dispatch deadlines, as directed by the Warehouse Manager.
- Make up sales orders correct to picking lists, reporting any and all deviations to the Warehouse Manager.
- Make up web orders correct to picking lists, reporting any and all deviations to the Warehouse Manager.
- Receipt of goods in correct to delivery notes and purchase orders, and in good condition reporting any and all deviations to the Warehouse Manager.
- Comply with the safe and correct use of forklift trucks in the Warehouse and yard, including loading and unloading various transport vehicles.
- Carry out local deliveries as instructed, driving the DEYA delivery van.
- Follow maintenance schedules to ensure all equipment and plant machinery relating to the Warehouse Team, including but not limited to forklift trucks, are maintained in good working order, and keep records updated and compliant.
- Follow cleaning schedules to maintain the Warehouse areas and workspace at the highest possible hygiene standards, and keep records updated.
- Maintain organisation of the Warehouse, cold store and workspace.
- Carry out weekly stock takes of all finished goods and dispatch materials, as directed by the Warehouse Manager.
- Complete daily record for all aspects of the Warehouse.
- Maintain health and safety compliance.
- Be engaged with the product and work and maintain a positive attitude towards continual improvement.

## Selection criteria

We recognise the value in having people with a variety of backgrounds, experience and skills in our business. That means the role requirements here should be seen as a guide, not a checklist. If you have more, less or different experiences, but really relevant skills, we'd love to hear from you.

### Essential selection criteria

- This is an active and physically demanding role which requires continuous manual handling of heavy loads (up to 1000kg assisted and between 13kg-60kg per item unassisted).
- Logical, methodical, organised approach.
- Self motivated with an ability to work independently to complete set tasks.
- Clean UK Driving Licence.
- Commitment to quality, safety, and continuous improvement.
- Attention to detail and a strong desire for accuracy.

### Desirable selection criteria

- Forklift certification.
- Reach truck certification.

# Pre-employment screening

## Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

## Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service Provider Rosebank, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Working at heights
- Working in hot or cold environments
- Regular manual handling
- Work with cereals containing gluten
- Work with any substance which has any of the following pictograms on their MSDS:



## About DEYA Brewing Company

DEYA Brewing Company is a small brewery based in Cheltenham, UK specialising in fresh, hoppy beer and employs 50 people. We are committed to brewing excellent beer and being an excellent company to work for.

DEYA Culture is founded on three principles: Hard Work, Teamwork and Continual Improvement.

In return, DEYA will offer proper and competitive salaries while being respectful and compassionate to all employees.

As an employer, DEYA is committed to having a diverse and inclusive workforce and has taken steps internally to ensure this. We encourage people from all backgrounds to apply for this role.

Our Employee Handbook set out to all employees what is expected from both the employer and employee.

## How to apply

Please send CV and cover letter to [jobs@deyabrewing.com](mailto:jobs@deyabrewing.com)

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a cover letter. The cover letter must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please send all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

### **If you need help**

Non-technical questions about this job should be addressed to [jobs@deyabrewing.com](mailto:jobs@deyabrewing.com)

## **Important information for candidates**

### **Data Privacy**

Please note that any personal data submitted to the Company as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please contact [jobs@deyabrewing.com](mailto:jobs@deyabrewing.com) for a copy DEYA Brewing Company's Privacy Notice for Job Applicants at: [jobs@deyabrewing.com](mailto:jobs@deyabrewing.com).

### **Equality of opportunity**

Entry into employment with the Company and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

### **Benefits of working at DEYA Brewing Company**

#### **Employee benefits**

DEYA employees enjoy 30 days' paid holiday, a pension scheme, Health Cash Plan, access to mental health support and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes a £125 tab per month in our Taproom and 25% off DEYA Products.