



Job Title	Warehouse Supervisor
Department	Logistics
Approximate Department Size	30
Reports to	Warehouse Manager
Direct Reports	n/a
Working hours and pattern	40 hours per week 5 days from 7 Shifts scheduled between 06:00 and 18:00 as required
Will this role qualify for tronc or bonus?	Performance Bonus

Purpose of this role

The Warehouse Supervisor is responsible for supporting the day-to-day operation of the Estate Logistics function. The role ensures the effective execution of warehouse activities including order picking, packing, delivery, goods-in processing, stock control and warehouse administration.

Working within the Estate Logistics team, the role supervises operational activities, allocates daily tasks and ensures orders are processed accurately and on schedule. The Warehouse Supervisor also provides cover for the Assistant Warehouse Manager and supports continuous improvement across warehouse processes.

Responsibilities

- Pick, pack and deliver orders across the Estate on a daily basis.
- Ensure the daily operational plan is executed according to schedule and completed in full.
- Allocate daily tasks to team members and monitor operational performance.
- Identify operational issues quickly and implement solutions or escalate more serious incidents to the Warehouse Manager.
- Manage goods-in processes including detailed checks, recording relevant product information (e.g. best before dates) and receipting purchase orders on Sage.
- Monitor supplier compliance and communicate any issues to the relevant buyer.
- Ensure ordering departments are informed of order fulfilment status prior to delivery.
- Maintain and exceed order picking accuracy KPIs.
- Ensure daily stock checks and cycle counts are completed as scheduled and stock variance KPIs are achieved.
- Maintain accurate stock records through Sage and Datalinx WMS, including purchase order receipt, location management, wastage reporting and intersite movements.
- Maintain warehouse hygiene standards and complete daily HACCP documentation and health and safety checks.



<ul style="list-style-type: none"> • Work with the Inventory Control team to ensure accurate stock levels and location records for all warehouse items. • Ensure manpower planning is completed and maintain workforce records through the Fourth HR system. • Identify opportunities to improve warehouse processes to increase productivity and reduce errors. • Ensure all IT system processes are completed accurately and within required timeframes. • Deputise for the Assistant Warehouse Manager when required. • Support the Ecommerce web order fulfilment team during periods of high demand or team absence.
<p>Characteristics needed for this role</p>
<ul style="list-style-type: none"> • Proactive approach to work with strong interpersonal skills. • Ability to communicate clearly and effectively with team members and stakeholders across departments.
<p>Skills and experience needed for this role</p>
<ul style="list-style-type: none"> • Previous experience in a warehouse or operations supervisory role • Experience using warehouse management or operational IT systems. • Intermediate Microsoft Excel skills.
<p>Skills and experience desired for this role</p>
<ul style="list-style-type: none"> • Experience working within a food, retail or ecommerce warehouse environment. • Experience using stock control or warehouse management systems.
<p>Qualifications needed for this role</p>
<ul style="list-style-type: none"> • Full UK driving licence including Category B light vehicles and trailer towing.
<p>Qualifications desired for this role</p>
<ul style="list-style-type: none"> • Food hygiene certification including allergens • FLT certification – Counterbalance, Flexi-truck and pallet stacker/PPT
<p>What systems will be used in this role?</p>
<ul style="list-style-type: none"> • Sage • Datalinks WMS • MS Office (Word, Excel, Outlook, etc.)
<p>Department Description</p>
<p>The Estate Logistics Team is an essential function for the estate, supplying services across all areas of the business from our Avalon base. The main functions of the department are:</p> <ul style="list-style-type: none"> • Receiving and storage of all central procurement stock for The Newt • Management of warehouse stock and storage areas • Logistics services from food production areas to warehouse and receiving departments • Processing and fulfilment of supply orders to internal departments



The Newt
in Somerset

- Processing external purchase orders into the warehouse

Avalon is the operational side of The Newt with a range of functional areas including e-commerce fulfilment, central procurement, butchery, bakery, food production kitchen, commercial produce growing and livestock.