



<b>Job Title</b>	Warehouse Supervisor – Fresh Produce
<b>Department</b>	Estate Logistics- Fresh Produce Team
<b>Approximate Department Size</b>	Fresh Produce Team – 3
<b>Reports to</b>	Warehouse Manager
<b>Direct Reports</b>	NA
<b>Working hours and pattern</b>	40hrs per week with regular weekends. Approx start time 7/8am – 3:30/4:30pm. <i>Subject to change.</i>
<b>Will this role qualify for tronc or bonus?</b>	Performance Bonus

<b>Purpose of this role</b>
To oversee the internal fruit & vegetable warehouse at Avalon, supervising a small team to ensure the smooth, accurate and high-quality movement of fresh produce across the estate. The role ensures chefs, retail outlets, ecommerce, and other stakeholders receive fresh produce on time and in excellent condition, supporting The Newt's commitment to quality and efficiency.
<b>Responsibilities</b>
<ul style="list-style-type: none"> <li>• Supervise the fruit &amp; vegetable warehouse and small team of warehouse staff.</li> <li>• Ensure customer orders are prepared in full and on time for delivery/collection.</li> <li>• Work with the Quality &amp; Stock Controller to ensure accurate stock rotation, wastage management, and correct goods-in processes.</li> <li>• Maintain accurate stock records via the internal ordering platform.</li> <li>• Pick and pack orders for retail, ecommerce and hospitality outlets, including breaking down palletised deliveries.</li> <li>• Liaise with chefs, growers, shop teams and logistics to meet seasonal demand and internal requirements.</li> <li>• Keep excellent records of deliveries, wastage and invoices, relaying information quickly to the Fresh Produce Buyer.</li> <li>• Ensure compliance with H&amp;S and EHO standards, keeping produce storage areas clean and organised.</li> <li>• Support procurement and invoicing responsibilities when the Fresh Produce Buyer is absent.</li> <li>• Collaborate with the wider warehouse team, reallocating staff where required.</li> <li>• Continuously seek improvements in process, quality and efficiency.</li> </ul>
<b>Characteristics needed for this role</b>
<ul style="list-style-type: none"> <li>• Strong leadership and supervisory skills.</li> <li>• Highly organised, efficient, and detail-orientated.</li> <li>• Quality-driven with a keen eye for detail.</li> </ul>



<ul style="list-style-type: none"> <li>• Problem solver, adaptable and resilient in a fast-paced environment.</li> <li>• Confident when dealing with chefs, retail and internal teams.</li> </ul>
<b>Characteristics desired for this role</b>
<ul style="list-style-type: none"> <li>• Passion for fresh produce and sustainable food systems.</li> </ul>
<b>Skills and experience needed for this role</b>
<ul style="list-style-type: none"> <li>• Previous experience working with fresh produce (e.g. wholesale, warehouse, or kitchens).</li> <li>• Operational warehouse experience.</li> <li>• Good computer literacy.</li> <li>• Valid UK Driving Licence.</li> </ul>
<b>Skills and experience desired for this role</b>
<ul style="list-style-type: none"> <li>• Forklift licence (or willingness to be trained).</li> <li>• Experience liaising with chefs and food service teams.</li> </ul>
<b>Qualifications needed for this role</b>
<ul style="list-style-type: none"> <li>• Valid UK Driving License</li> </ul>
<b>Qualifications desired for this role</b>
<ul style="list-style-type: none"> <li>• Food safety / hygiene training</li> <li>• Forklift license</li> </ul>
<b>What systems will be used in this role?</b>
<ul style="list-style-type: none"> <li>• Sage</li> <li>• Internal ordering platform</li> <li>• MOS; Outlook, Excel, Word; PowerPoint</li> </ul>
<b>Department Description</b>
<p>The central service department 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"> <li>• Procurement of goods</li> <li>• Receiving and storage of all delivery to the Newt</li> <li>• Management of warehouse spaces</li> <li>• Processing and fulfilment of internal supply chain and stock movements.</li> <li>• Processing and fulfilment of external supply chain and stock movement.</li> </ul> <p>Our Avalon site is a growing collection of diverse business activities from commercial growing, livestock, ecommerce fulfilment and internal distribution.</p>