

JOB DESCRIPTION / PERSON SPECIFICATION & COMPETENCY FRAMEWORK

Job Title	Tarehouse Representative
Reports To	Sugar Beet Intake Manager
Department	NFU Sugar (Food & Farming)
Location	Wissington
Grade	Spot Salary

JOB DESCRIPTION

Main purpose and scope of job:

- To ensure that all tarehouse sampling operations are carried out to agreed procedures.

Functional and Managerial responsibilities:

- To inform the Shift Leader of any non-compliance with agreed procedures.
- To comply with NFU and British Sugar's Health and Safety procedures.
- To liaise and co-operate with British Sugar employees.
- To promptly report to the Shift Leader equipment out of specification.
- To report all sample weights that are outside the agreed Tarehouse limits.
- To report and record details of any instances when sample integrity is in question to the Shift Leader.
- To monitor and promptly report any decline in standards in British Sugar's procedures for good house keeping to the Shift Leader.
- To promptly report any cross contamination of sample to the Shift Leader.
- To work in accordance with NFU Sugar Beet procedures.

General

- To perform such duties as the NFU may reasonably require or circumstances dictate and for which he/she is reasonably qualified.
- To ensure compliance within NFU policies e.g. Code of Discipline, Harassment Policy, Health and Safety.

Job Title	Tarehouse Representative
------------------	--------------------------

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Knowledge and Expertise	<ul style="list-style-type: none"> A good standard of general education (GCSE or eq). An awareness of Health and Safety Procedures. 	<ul style="list-style-type: none"> Previous experience of Health and Safety procedures. Previous experience of working in a similar/ comparable working environment.
Communication and Relationship Skills	<ul style="list-style-type: none"> To have excellent communication skills, both verbal and in writing. To have experience in establishing and developing relationships with colleagues, external suppliers and contacts. Excellent interpersonal skills. 	
Practical and Physical Skills	<ul style="list-style-type: none"> To have basic keyboard/IT skills. 	
Decision Making and Problem Solving	<ul style="list-style-type: none"> Able to work on own initiative and with limited supervision. 	
Financial Responsibility	<ul style="list-style-type: none"> N/A 	
Responsibility for Information	<ul style="list-style-type: none"> To be able to pass coherent information to his/her supervisor and keep records of the same. 	
Responsibility for Supervision / Management	<ul style="list-style-type: none"> N/A 	
Physical and Mental Effort	<ul style="list-style-type: none"> To have attention to detail as there may be some repetitive work to undertake. 	
Personal Circumstances /Additional Requirements	<ul style="list-style-type: none"> Must live within 40 miles of the post location or willing to relocate. 	<ul style="list-style-type: none"> Full current driving licence (consideration will be given under the DDA where applicable).

[Back to top](#)