

Job Title: Warehouse Operative (Transit House)

Accountable to: Ground Handling Manager

Job Purpose: To support the day-to-day operation within the Transit House Warehouse ensuring all Customers are provided with a high standard of customer care and service.

Provide import handling services to the customers of Glasgow Prestwick Bond on a 24/7 rotational shift pattern.

Key Duties and Responsibilities:

- Ensure that a high level of customer service is provided to all airlines and associated partners.
- Receive imported freight from aircraft on the appropriate equipment and carry out a breakdown of the palletised freight.
- Load freight trailers (Yorkies) and any other equipment within the freight sortation area.
- Carry out a visual check of all freight, reporting any damage or signs of tampering to a supervisor immediately.
- Ensure all vehicles are operated in a safe and compliant manner adhering to safe driving standards and speed limits.
- Receive, unload, check and store import cargo for processing providing services to Royal Mail trucking.
- Remove nets and polythene from import pallets for breakdown in a safe manner.
- Load Royal Mail trucks with the freight trailers (Yorkies) using the truck dock system
- Follow Airport policy and procedures including specific Airline policies.
- Ensure all vehicles are fuelled or put on charge for the next day's operation.
- Ensure you comply with our read and sign process by completing in a timely manner.
- Ensure you are fully compliant in all specific training. **(ASAT, GSAT,FSAT,D/G and Manual Handling)**.
- Process the polythene bailer.
- Comply with employee responsibilities to Health & Safety regulations.
- Ensure security of all freight within the care of GP Bond.
- Comply with all customer procedures to guarantee safe delivery of freight to customer.
- Assist in other departments as and when operationally required.
- Housekeeping ensure rest area is kept clear and clean.
- Ensure Brushing and removal of FOD within Warehouse is completed and recorded.

Contract: Fixed Term (6 months).

Hours: Guaranteed 16 per week up to 40, on a rotational shift pattern including night and weekend working.

Salary: £11.55 per hour, for all hours worked.