



# WAREHOUSE OPERATIVE

v3.0 (updated October 2024)



# Warehouse Operative

These vacancies will all require the completion of full 5-year UK employment and criminal record check prior to any start date.

## Location:

In person at 580, 581 Sandringham Road, Hounslow TW6 3SN

## Hours:

4 on, 4 off (48 hours)

## Job Type:

Full-time, permanent

## Salary:

Earn £32,000\*

\*Most of our team members earn over £32k, thanks to our generous bonuses and allowances. You'll also enjoy 23 days of paid holiday, with more added the longer you're with us.

## Other:

- No night shifts
- Overtime 1.5x
- 23 days paid holiday
- On-site parking

## About CFL

Join our team at CFL as a Warehouse Operative and be part of an exciting and dynamic environment!

As a Warehouse Operative at CFL, you will play a crucial role in supporting your colleagues and line manager in the day-to-day running of our operational functions.

Your responsibilities will include:

- Building ULDs and handling imports/exports
- Managing forecourt and vehicle control
- Releasing import shipments
- Processing relevant import/export paperwork
- Identifying and reporting packaging that is not in line with the company standards
- Working with the team to ensure a clean and tidy work environment is always in place



## To be successful in this role, you **MUST** have:

- **5-year checkable UK background**  
\*confirmation required for any gaps greater than 28 days
- **No criminal record**
- **Government ID (UK Driving Licence or UK Passport)**
- **Ability to handle parcels up to 32kg**
- **Good English skills (verbal & written)**
- **Flexibility during peak periods**
- **Team player and capable of working independently**

## Job Description

### In short:

- Building ULDs & handling imports/exports
- Managing forecourt & vehicle control
- Releasing import shipments

To support your colleagues and line manager in the day to day running of the operational functions within the business, this will involve effectively managing your time to achieve the company's high standards whilst ensuring all regulatory requirements are achieved and maintained.

You will be required to act responsibly and professionally at all times to be able to carry out all of the duties and responsibilities required for the role.

Develop and apply the competencies needed to provide service excellence.

## Additional Benefits

- Paycare (Health benefits)
- Life Insurance
- Pension Scheme
- Career Development



# Key Responsibilities

## Building of export Unit Load Devices (ULD's) and loose material

- Once you have received the relevant training. To build the ULD or keep the relevant bags on a trolley as required for the flight, this can be found from the Runners and Riders list or Office operations staff allocating flights.
- Complete the required bin card for a ULD or loose material whilst building; this must have your full name printed, be signed, have the last 4 digits of any AWB in the ULD or loose and number of bags. The bin is then to be handed to the member of staff allocating flights to be stapled to the flight file.
- Ensure that the completed security paperwork are put within the ULD or put with the loose material.
- Move the material to the rear of the facility ready for collection, this could be moving the trolley to near door 4 or alternatively the ULD can be left on the caster deck in Building 578 or locked into the cage outside of Building 577.
- Load the required vehicle when it arrives at the facility, if required ensure the drivers signs the paperwork for the load and file this in the required folder in the operations office.

## Deconsolidation of import ULD's and loose material

- Unload the import ULD or loose material from the vehicle once they have pulled onto the required door as directed by the member of staff who is directing the vehicles.
- As per the H&S training that has been given, move the ULD to the edge of the castor deck and lock into place. For loose loads load these directly onto a trolley.
- Complete an inventory control of all bags that have entered the facility. These need to be checked by air way bill number, company and amount of bags.
- Any bags that are over or under need to be marked on the inventory control sheet and highlighted to the Office Operations staff on completion of the flight.
- Any bags that have not been alerted in advance need to be noted down on an un-manifested inventory control sheet; air way bill number, company and amount of bags, and handed to the Office Operations staff on completion.
- Once a full inventory control has been completed the trolleys with the bags on are to be pushed through to the import release area. The inventory control sheet is to have the name of the member of staff printed on it and time stamped when handing into the Office Operations staff.



### ULD management and control

- Complete a full inventory of all ULD equipment on site daily. This can include making a note of the equipment unique numbers. Once completed this is to be handed to the supervisor.
- Moving the ULD's as required, this can include but is not limited to; unloading/loading vehicles, stacking pallets in the correct place and stacking bins on top of each other.
- All ULD's are to be kept by each airline and not mixed.

### Control of forecourt and vehicles (Landside)

- Challenge anyone who you do not recognise on the forecourt as to who they are in accordance with DFT requirements and direct them to the correct part of the building if required.
- Ensure all vehicle movements on the forecourt are made in a safe manor and vehicles are parked in the correct areas for export and imports. Also ensure vehicles clear the forecourt as soon as they have finished with their export/import.
- Ensure that all loose bags for export that enter the facility are check weighed, this can be on the floor scale at the front of the building or alternatively if the air way bill has more than 15 bags on they can use the scales built into the blue conveyors.
- Ensure all the bags entering the facility match the air way bill provided, this must include the correct air way bill numbers on the bags and correct number of bags.

### Control of forecourt and vehicles (Airside)

- Complete the control sheet of every vehicle that comes to the facility; with the registration number of the vehicle, time of arrival, flight they are collecting or delivering.
- Call the flight through the tannoy system so that the people responsible for that flight are informed. If no one has acknowledged the flight within 5 minutes tannoy again and make a note that this has been done twice.
- Instruct the driver of the vehicle which door they are to pull their vehicle on for loading/unloading.



## Release of import shipments

- Arrive inbound flights on CNS to start producing release notes for the bags when they land at Heathrow. A note of the estimated time of landing and actual time of landing is to be maintained throughout the day and handed to the supervisor at the end of the day.
- Only allow drivers into the import release area who have a valid CFL ID, drivers are only allowed to be let in on a one on one basis.
- Before the driver is allowed to leave, check all the bags match the release notes and complete an LVBI check if required. Stamp the release note with a storage notice if applicable. You are then to initial the release note.
- When completing an LVBI check the pieces in the bag need to be cross checked against the manifest sent from the origin.
- Complete the cage procedure for any prices that need to be caged.
- Scan the release note into the scan file system, if any details are missed when scanning these need to be input in manually.
- Liaise with the Office Operations staff, supervisor and UKBF for flights or companies that are hold for inspection. Once a flight/company is on hold or released ensure the hold sheet is updated.

## Health and Safety

- Health and Safety is everyone's responsibility, and it is imperative that you follow the company Health and Safety policies at all times.

## Other

- Any other duties as required by management.
- It is vital that you are helpful and courteous to all members of staff and anyone representing other companies at all times.
- Have the confidence to liaise with managers at all levels of the company.

