

About us...



Lincolnshire Co-op, based in the historic city of Lincoln, is one of the most successful and progressive independent co-operatives in the country, with an annual turnover in excess of £300 million.

Essential Information – what you need to know

<p>Job purpose:</p>	<ul style="list-style-type: none"> - To fulfil any warehouse duties as required by the Warehouse Supervisor, which can include but not limited to order picking, goods inward, returns management and prescription automation. - To work cohesively with others as part of an inclusive working environment.
<p>Your hours</p>	<ul style="list-style-type: none"> - 37.5 hours per week (FTE)
<p>You'll report to</p>	<ul style="list-style-type: none"> - Pharmacy Warehouse Supervisor
<p>Your relationships:</p>	<ul style="list-style-type: none"> - Colleagues within the Pharmacy team. - Colleagues within the wider organisation which include Community, Membership, Human Resources, Health & Safety, Learning & Development, etc. - Customers at all levels and partners from our local community groups.
<p>What you'll bring to us:</p>	<ul style="list-style-type: none"> - Previous experience in a similar environment is desirable, however full training will be given. - Entry-level literacy and numeracy skills. - Knowledge of Lincolnshire Co-op, demonstrating values that would support our purpose and approach. - Excellent interpersonal skills, demonstrating high levels of professionalism at all times - Pro-active, enthusiastic and confident team player who will contribute to the continued success of the Society



Providing and supporting
valued services



Helping to grow the
local economy



Caring for our
health and wellbeing



Looking after
our local environment

Together we are...

Your Purpose – I will contribute to my team and the Society’s ongoing success in this role by...

Your duties and responsibilities:

- Working closely with the wider team to ensure timely and efficient operating standards are achieved daily.
- Picking orders for distribution, always ensuring exemplary standards of care and attention.
- Stacking goods safely, ensuring all goods picked and variances are reported on every order.
- Checking and signing off incoming deliveries accurately, ensuring all variances are reported.
- Taking incoming stock to the correct bin locations, ensuring stock is stacked safely and dates are rotated.
- Working within the central fill automation team to assemble patient prescriptions.
- Checking returns or transfers of stock and ensuring they are stored in the correct parts of the warehouse.
- Completing rotating stock counts and date checks on a regular basis.
- Processing supplier returns and stock disposal in accordance with MHRA regulations.
- Cleaning, organising and maintaining a safe and efficient work environment.
- Demonstrating an understanding of health and safety in the workplace and reporting accordingly where issues are identified.
- Demonstrating high standards of personal appearance, hygiene and conduct at all times.
- Taking ownership of keeping up to date with any relevant communication and understand where such information can be obtained.
- Taking ownership of ongoing training and development through our e-learning platform, iLearn and attending any training courses that may be required within the role.
- Demonstrating good working practices to other colleagues, offering support and guidance to assist their development when required.
- Any other reasonable duties which may be aligned with the level of responsibility for this role.



Together we are...

- **Helpful** – we'll look for ways to make a difference
- **Inspiring** – we'll help everyone be the best they can be
- **Trustworthy** – we can be relied on

Your Approach – how you will contribute to your team and the Society's ongoing success in this role.

I will be helpful by:

- Responding positively to requests from colleagues and customers.
- Achieving first-time quality, ensuring accuracy at all times
- Sharing my knowledge with my colleagues.
- Offering to help before being asked.
- Going above and beyond.
- Contributing to the team and its success.
- Being approachable and available when colleagues need support.
- Adapting quickly to changes or new requests.

I will inspire others by:

- Supporting and encouraging one another.
- Being a positive role model.
- Listening and learning from my colleagues and line manager.
- Building strong relationships with customers and colleagues.
- Suggesting new ideas and trying new things.
- Taking pride in my work and celebrating success.
- Recognising and appreciating the achievements of others.
- Demonstrating a positive attitude, even in challenging situations.
- Encouraging innovation and creativity within the team.

I will be trustworthy by:

- Using good judgement in all situations.
- Being open and honest.
- Take responsibility for my work and delivering positive outcomes.
- Treating everyone fairly and with respect.
- Doing my best for each other and our communities.
- Following through on promises and commitments.
- Protecting confidential information and respecting privacy.
- Owning mistakes and learning from them.
- Providing accurate and honest feedback to help others improve.
- Acting consistently with the Society's purpose and approach.