

## About us...

Lincolnshire



Our Pharmacy Warehouse plays a vital role in supporting Lincolnshire Co-op's pharmacy services. Here, our colleagues are responsible for the safe storage, handling, and distribution of medicines for our Pharmacies and contracted services. The warehouse is also home to our advanced robotic prescription system, which streamlines dispensing processes and improves the efficiency of prescription fulfilment for the communities we serve.

## Essential Information – *what you need to know*

### Job purpose:

- Supporting the safe, accurate and timely handling, storage and distribution of pharmacy goods in line with regulatory, safety and quality standards to ensure a reliable service for colleagues and customers.
- Working collaboratively with team members and supervisors to maintain smooth daily warehouse operations, contributing to an efficient, well-organised environment that supports wider business goals and excellent internal service delivery.

### Your hours:

- 39 hours per week (FTE)

### You'll report to:

- Pharmacy Warehouse Supervisor

### Your relationships:

- Colleagues within the Pharmacy Warehouse.
- Colleagues within the Pharmacy operational team and the wider Pharmacy team.
- Colleagues within the wider organisation.
- Customers at all levels and partners from our local community groups.

### What you'll bring to us:

- Previous experience in a warehouse or logistics environment is desirable.
- Excellent attention to detail and accuracy.
- An ability to be approachable and professional, with strong interpersonal and communication skills.
- Proactive team player, ready to support others and meet operational demands.
- An ability to use handheld devices and following digital processes.
- Committed to maintaining high hygiene, safety and compliance standards.
- Reliable, punctual and adaptable to changing tasks and priorities.

### Key role requirements:

- This role is subject to DBS clearance.
- A full driving licence.



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...*

<div>Your duties and responsibilities:</div>	<ul style="list-style-type: none"><li>- Working collaboratively with the warehouse and wider pharmacy team to ensure that operational targets are met daily, contributing to the smooth and efficient flow of stock, timely order fulfilment, and high standards of service across all areas.</li><li>- Accurately picking and preparing pharmacy orders for distribution, handling stock with care and precision, reporting any discrepancies, and ensuring items are safely stacked and documented in line with procedures.</li><li>- Receiving and processing incoming deliveries by checking goods against delivery notes, reporting any variances or damages, and ensuring all stock is safely stored in the correct bin locations with appropriate rotation based on expiry dates.</li><li>- Assisting with assembling patient prescriptions within the Central Fill automation area, adhering to all Standard Operating Procedures and pharmacy guidelines to ensure compliance and patient safety.</li><li>- Maintaining a clean, safe, and organised working environment throughout the warehouse by following health and safety procedures, wearing appropriate PPE, and promptly reporting any hazards or risks to the relevant team members.</li><li>- Supporting with additional tasks such as preparing and sending point-of-sale materials, store displays, and marketing collateral, as well as checking and storing returned or transferred stock in designated areas.</li><li>- Contributing to ongoing inventory control by carrying out regular stock counts, monitoring expiry dates, and processing returns or disposals of stock in accordance with MHRA regulations and company policies.</li><li>- Taking ownership of personal appearance, hygiene, and conduct, while also staying informed of operational updates, completing required training via the iLearn platform, and supporting colleagues by sharing best practices when needed.</li><li>- Undertaking Pharmacy Driver duties as and when needed - please refer to the relevant job description for a detailed list of responsibilities.</li></ul>
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## Together we THRIVE...

- **Trustworthy** – we do what we say we'll do and trust others to deliver to the best of their ability
- **Helpful** - we support and challenge each other collaboratively, no matter the role or level.
- **Respectful** - we listen to other views and opinions with consideration and celebrate differences.
- **Inspiring** - we role model what good looks like and lead by example to be better.
- **Valued** - we recognise achievements and appreciate everyone's contributions.
- **Empowered** - we listen and encourage each other to take opportunities.

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

### I will be trustworthy by:

- Completing tasks reliably, ensuring accuracy and compliance with procedures.
- Keeping all commitments, communicates openly with colleagues and managers.
- Taking responsibility for performance and contributes to achieving team goals.
- Acting with honesty, integrity, and professionalism in every aspect of their daily role.

### I will be helpful by:

- Offering support to teammates during busy periods or when help is needed.
- Sharing relevant information to keep daily operations running efficiently.
- Responding positively to requests and is willing to go the extra mile.
- Working collaboratively, respecting everyone's time and contribution to the team.

### I will be respectful by:

- Listening carefully, valuing views, ideas, and working approaches.
- Treating everyone with fairness, politeness, and understanding.
- Maintaining professionalism, respectful and attitude in interactions and communication.
- Supporting a positive, inclusive, and considerate workplace culture.

### I will inspire others by:

- Leading by example by maintaining high standards and a positive attitude.
- Remaining calm and constructive under pressure.
- Sharing suggestions to improve daily working practices, performance, and outcomes.
- Helping build a workplace where people feel valued, motivated, and involved.

### I will value people by:

- Recognising the team's efforts and achievements.
- Celebrating successes and promotes a positive, uplifting working atmosphere.
- Understanding the value of their own role and the impact it has on others.
- Appreciating feedback and actively uses it to grow, improve, and develop further.

### I will empower others by:

- Using tools and systems to complete tasks effectively and independently when needed.
- Speaking up with constructive ideas to improve processes or help solve problems.
- Willing to take on new responsibilities and explore new tasks to support the team.
- Engaging in training opportunities to build knowledge and skill development.