



Job Description

Job details

Job Title: Warehouse and Yard Supervisor	Location: Head Office
Contract Type: Permanent	Salary: From £28,000 Based on skills and experience Plus, on-call/stand by payment
Hours of Work: Full-time 37.5 hrs per week On-call/standby rota minimum of 53 midweek days and 21 weekend days	Line Manager: Operations Manager

Gofer

Gofer has played a leading role in the event, entertainment, commercial and leisure industry for nearly 40 years. As suppliers of temporary electrical distribution, super silent generators and complete event management, Gofer is well placed to provide a one-stop package of services for any event or industry.

We pride ourselves on providing a personal and professional service to all our clients. Seamless and reliable power throughout your event/hire is incredibly important.

Job Purpose

Reporting to the Operations Manager and working closely alongside both the Project and Operations Teams, the role is a key member of the team. This isn't your typical warehouse role. You will be responsible for a wide variety of tasks from prepping and de-prepping hires, undertaking mechanical and servicing tasks on our fleet of generators, delivering and setting up hires on site and the supervision of the warehouse and yard ensuring an efficient and organised warehouse.

The role ideally requires someone with a knowledge of the events industry, power generation, and/or mechanics but we do not expect candidates to have knowledge in all areas, as we will provide training.

The role is predominately warehouse based at Gofer HQ but will also have an element of site-based work. Working hours are based on a minimum of 37.5 hours per week but are varied to suit the needs of the projects you are supporting and working on, some of the additional hours may be at short or little notice. Weekend and evening work will be required. Standard non project days will be Monday to Friday, 8.30am to 5pm.



Main Duties

Main duties are, however not limited to:

Warehouse

- Ensure that equipment is safely stored, cleaned and ready for hire.
- Ensure stock levels are monitored throughout the year, ordering supplies when needed.
- Assist with the annual stock take.
- With guidance and assistance from the Operations Manager implement improvements to the activities in the warehouse.
- Maintaining a clean and tidy warehouse to ensure it meets all health and safety requirements.

Site

- Installation of temporary electrical distribution.
- On site and remote technical support.
- Delivering and collecting generators and equipment from sites.

Fleet and Equipment

- Servicing the fleet of generators, trailers and equipment to ensure they are maintained and cleaned to the highest standard and in line with company guidelines.
- Refuelling generators, plant and vehicles.
- Prepping, de-prepping and cleaning equipment.
- Testing, inspecting and calibrating of equipment.
- Assisting with the manufacture and repairing equipment.
- Maintaining service records.
- Ensuring the vehicle logs and documentation is completed and action taken as required.

Maintenance

- Assisting with the general maintenance and repairs at head office including the outdoor spaces.
- Assist with the inspection of systems and equipment within the building to make sure that they are in good working order and clean.
- Organise and oversee the work of maintenance contractors.
- Ensure grounds and yard are maintained to a high standard.

Customer Service

- Maintain excellent customer relationships with clients.
- Provide technical telephone support for clients.

Compliance

- Ensure that the installation of temporary electrical distribution is carried out in line with BS7909 standards.
- Ensure that Health and Safety regulations are monitored and adhered too, and advice given where needed.



Supervision

- Supervision of the warehouse team and assisting the Freelance Contractors to ensure a motivated, efficient and organised team.
- Supervise the growth and success of your team.

Other

- Improve, promote and innovate Gofer’s sustainability goals.
- Any other duties as required to maintain a safe, clean and happy working environment.
- Assist the Directors with any other duties as required.

Responsibilities

- Key holder.
- Alarm call outs.
- On-call/standby rota.
- Responding to out of hours returns and collections.
- Attending training, networking and promotional events to develop your role (Continued Professional Development CPD) and the business.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ Driving licence with ability to tow 	<ul style="list-style-type: none"> ▪ Forklift, Counterbalance, Rough Terrain and Telescopic Load Handler ▪ ADR (Carriage of Dangerous Goods) ▪ Electrical qualification ▪ BS7909 ▪ Manual Handling
Experience		<ul style="list-style-type: none"> ▪ Generator servicing ▪ Plant servicing ▪ Vehicle maintenance ▪ Electrical industry
Knowledge		<ul style="list-style-type: none"> ▪ Events industry ▪ Temporary power
Skills	<ul style="list-style-type: none"> ▪ Multi-tasking ▪ Good people skills ▪ Able to work on your own or in a team ▪ Time management 	<ul style="list-style-type: none"> ▪ People management skills
Attitude	<ul style="list-style-type: none"> ▪ Attention to detail 	



- Reliable
- Honest
- Focused

Benefits

- Holiday starting at 20 days, rising to 22 days after 2 years of service, rising to 24 days after 4 years service, and rising to 25 days after 5 years service plus 8 days bank holidays.
- 2 paid volunteering days
- Perk Box – benefits and rewards platform
- Employee Assistance Programme
- Nest pension – employer contributions 1% above government guidelines and after 3rd year of service rising to 2% above government guidelines.
- Access to training and regular toolbox talks

Gofer cares passionately about its employees, customers and doing business the right way.



Organisational values

At every turn, the company:

01

Strives to be the best supplier and employer.

02

Aims to create a positive, innovative and passionate working environment.

03

Commits to minimising its carbon footprint and offering sustainable solutions to clients.

04

Intends to exceed customer expectations.

05

Is mindful and accountable for all conduct and decisions.

06

Embraces diversity and inclusivity.