

## Job title: Warehouse First Line Manager

### Core information

<b>Location:</b> Bracknell Distribution Centre	<b>Lines of business or shared capability area:</b>
<b>Reports to:</b> Shift Manager	
<b>People Management:</b> Yes	
<b>Assignment Management:</b> Please select	
<b>Partnership Level:</b> Partnership level 8	<b>Manager's Partnership level:</b> Partnership level 7
<b>Number of direct reports:</b>	<b>Partnership level(s) of direct reports:</b> Partnership level 10

### About the John Lewis Partnership

The Partnership is the UK's largest employee-owned business and home to our two well-loved retail brands – John Lewis and Waitrose, as well as expanding into new areas beyond retail.

We aren't an ordinary business, though. The Partnership is different because everyone who works here isn't just an employee. We are Partners, with a shared responsibility for our success, and we share the rewards when we're successful.

Everything we do is powered by our unique Purpose: **Working in Partnership for a happier world.** Our Purpose inspires our principles, drives our decisions and acts as our guide, so that everything we do contributes to Happier People, Happier Business and a Happier World.

### Critical purpose of the role

As a leader in our business your number one focus is to challenge and empower your teams and others to create more value for our customers and our business.

Responsible and accountable for managing Partners and Agency across all chambers within a 24 hours a day, 7 day a week warehouse operation. Ensuring achievement of productivity and agreed key customer service levels within cost targets through a motivated team. To ensure Health and Safety, Food Safety and all legislative and operational procedures are adhered to and Partners are treated fairly and with respect. To deputise for the Warehouse Shift Manager in their absence.

You will have the opportunity to develop and stretch personally and professionally to achieve your potential.

<b>Primary Outcomes &amp; Accountabilities</b> <ul style="list-style-type: none"> <li>Responsible for the day to day warehouse operation - receive and distribute cases to Branches and other customers in line with the agreed service level.</li> <li>Ensure all Legal, Health and Safety, Food Safety,</li> <li>Working Time Directive and Operational procedures are adhered to at all times, ensuring the safety of self and others.</li> <li>Support the delivery of the Business Plan - Setting and achieving specific measurable targets for the team.</li> <li>To maximise productivity and manage the usage of overtime and agency to improve costs.</li> <li>Effectively communicating operational and business plans and changes to all Partners.</li> <li>To support a culture of Continuous Improvement across the department. Implement new projects that will improve the efficiency of the operation and improve branch service.</li> </ul> <p>Ensuring all Personnel policies and procedures are followed that enable Partners to be treated fairly and with respect in line with the Partnership Principles.</p> <p>To coach, support and develop the Partner and Management team to enhance job satisfaction and to fulfil their potential and help advancement.</p> <ul style="list-style-type: none"> <li>Promote and emulate the partnership values, drive and support Partnership democracy and way of working within not only the site but the department.</li> <li>To ensure information is recorded accurately on all Warehouse and Personnel Management Systems.</li> <li>To cover in the absence of the Warehouse Shift Manager</li> </ul>	<b>Measures of success</b> <ul style="list-style-type: none"> <li>Achieves Key customer service level requirements, including pick and cage Accuracy.</li> <li>All Branch and other customer service levels met.</li> <li>All aspects of Health and Safety and HACCP regulations are adhered to</li> <li>Accidents and injuries are reported, recorded, investigated and any issues rectified.</li> <li>Branch feedback, results and action plans.</li> <li>Partner Survey Results and action plans.</li> <li>Partnership principles and ethos adhered to all times, including operating within and fully supporting the principles of the democratic framework.</li> <li>All Direct Reports Personnel processes completed in a quality manner on time.</li> <li>Risk Management.</li> </ul>
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**Skills**

- Demonstrates excellent Partnership Values
- Proactive, results orientated and deadline driven
- Is a confident communicator in a team and one to one environment
- Capable of leading a team and developing others skills and capabilities
- Has strong organisational and planning skills
- PC and numerically literate
- Has the ability to accept, adapt to and manage change

**Qualifications & Experience (where applicable)****Essential**

- Experience working in a management role in a Distribution /Warehouse environment with knowledge of working with warehouse management systems.
- Stock Management experience.
- A good understanding of Health and Safety legislation.
- Experience of dealing with full disciplinary procedures according to ACAS guidelines.

**Desirable**

Version	Created/updated by	Date
	<i>Jonathan Kettley</i>	<i>11/02/2026</i>