

Clearly Drinks	Position Description	Nº ISO	
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	Warehouse Team Leader	Date	May 2026
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Overview

Position title: Warehouse Team Leader
 Department: Supply Chain
 Position title Manager: Supply Chain Manager
 Position title direct reports: Zero
 Location: Sunderland

Description Summary

As Warehouse Team Leader, you will be responsible for leading the warehouse team to deliver an efficient warehouse operation in line with the warehouse strategy. The role requires both strong leadership and a hands-on approach; in addition to supervising the team, you will also work alongside them in day-to-day warehouse operations to ensure performance, productivity, and standards are consistently achieved.

Responsibilities

- Take responsibility for the full compliance and support of all environmental, health and safety requirements and reporting
- Ensure that Full Goods are stored correctly and shunted timely to our 3PL.
- Ensure all Raw Materials are stored correctly and safely.
- Ensure all Raw Material deliveries are checked against Quality standard on delivery and booked into SAGE in a timely manner.
- Manage the warehouse space to receive, replenish, pick, and dispatch products in line with the agreed timeframe.
- Manage team of Warehouse operatives and Raw Materials Co-Ordinator to achieve key Supply Chain KPI's.
- Manage weekly shunt operation with 3PL and track and report performance and costs.
- Organise Raw Material stock counts and ensure complete on agreed basis.
- Manage the FLT fleet to include organising servicing and repairs.
- Attend key meetings to report on warehouse performance and issues (Morning meeting, Planning Meeting).
- Responsible for making sure that Warehouse meets BRCAA standards.
- Arrange all shift rotas including overtime requirements and sign off on a weekly basis.
- Manage team holidays to remain operational.
- Report actual costs v budget for warehouse function.

Knowledge, Skills & Experience

- Previous experience in a warehouse, logistics or supply chain environment.
- FLT licence (counterbalance).
- Experience supervising or leading a team.
- Understanding of warehouse operations including goods in, storage, stock control, picking and dispatch.

	Editor	Reviewed	Approved
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Function	HR		
Date	May 2026		

- Knowledge of health and safety standards within a warehouse environment.
- Experience using warehouse or ERP systems (e.g. SAGE).
- Experience working within quality or compliance standards (e.g. BRC) desirable.
- Ability to lead by example and work as a hands-on member of the warehouse team.
- Strong organisational, communication and problem-solving skills.
- Good IT skills including Microsoft Office, particularly Excel.
- Ability to train team members and maintain accurate operational and training records.

Values

- Seek to achieve and maintain the highest level of excellence in the products we provide for our customers – Customer First
- Embraces fresh ideas to drive improvements – Be The Best
- Builds and maintains strong networks across the business – Stronger Together
- Capitalises on their knowledge of suppliers and the marketplace, acting in the best interests of the business – Make It Happen
- Is keen to make a difference through increasing awareness of environmental impacts and performance both locally and the environment as a whole – Socially Responsible

General

- To take responsibility for the health, safety and welfare of yourself. Actively follow the Company's Health and Safety Policy, procedures and safe systems of work
- Actively follow the Company's Environmental Policy and procedures and play your part in the achievement of environmental initiatives
- Be responsible for your quality of work and ensure that any quality checks required are carried out. Seek support as necessary
- To observe and continually promote equal opportunities and diversity
- To undertake all reasonable training activity designed to support you in your role
- To gain an understanding of the company's products
- To note, understand and comply with the Company policies and procedures. These documents will be available on People HR and available to sign independently.
- To undertake any such other reasonable duties within your skillset as may from time to time be required by your manager