



## SESI FOOD AND HOUSEHOLD REFILL LLP

### JOB DESCRIPTION FOR A FULL TIME WAREHOUSE ASSISTANT

#### About SESI Food and Household Refill LLP and this Role

SESI is a social Enterprise that came into being in 2006, incorporated in 2013 as a limited liability partnership with a vision to reduce single use packaging pollution. We currently save the country several million plastic bottles and items of packaging yearly by suppling food and household products in reusable or minimal packaging.

In 2017 SESI became a wholesaler of its own brand of vegan, cruelty free and biodegradable detergent. From 2019 we started wholesaling bactericidal cleaners, toiletries and a growing range of food products to over 500 shops and outlets across the country. To learn more about us visit [Our Story](#).

The **Full Time Warehouse Assistant** role is a job mainly involving decanting products, washing product containers and picking orders. This daily functions are coordinated by the Warehouse Workers. There is opportunity for all permanent roles to grow.

We are an inclusive working partnership and welcome applications from everyone including under-represented groups in the community.

POST 1	
JOB TITLE	<b>Warehouse Assistant</b>
CONTRACT TYPE	Permanent with 4 month probationary period
HOURS	Full Time 37.5 hours per week. Monday to Friday – 7am to 3pm (½ hour unpaid lunch break) Occasional overtime can be available.
TASKS AND RESPONSIBILITIES	<b>WAREHOUSE WORK</b> <ul style="list-style-type: none"><li>• Use warehouse equipment to move supplies within the storage space, following training,</li><li>• Pick customer orders, checking off accurately on the delivery notes, arranging in the pick area or on pallets and courier boxes,</li><li>• Assist in packing vans following the lead of the driver,</li><li>• Wash and relabel returning product containers following warehouse procedure,</li><li>• Refill containers of SESI products using gravity and electric pump systems, following warehouse procedure.</li></ul> <b>GENERAL RESPONSIBILITIES</b> <ul style="list-style-type: none"><li>• Keep the warehouse clean and tidy</li><li>• Follow procedures and policies agreed by the partnership for manufacturing, goods in and goods out, quality control and data collection,</li></ul>

	<ul style="list-style-type: none"> <li>• Comply with and participate in procedures laid down by the Health and Safety policy,</li> <li>• Take part in general team activities of the partnership.</li> </ul>
PERSON SPECIFICATION: You are...	<ul style="list-style-type: none"> <li>• Experienced in working in a busy warehouse or manufacturing environment (Desirable)</li> <li>• Methodical, tidy and careful in all your work, able to consistently show attention to detail particularly when picking, packing and checking orders (Essential)</li> <li>• Able to lift and manoeuvre 20kg containers safely (Essential)</li> <li>• Numerate and literate in English for simple form based picking and packing (Essential)</li> <li>• Able to follow procedures in place to promote warehouse safety (Essential)</li> <li>• Happy to work alone or as part of a small team (Essential)</li> <li>• A UK car licence holder for moving vans in yard (Desirable)</li> <li>• Forklift experienced (Desirable) or willing to be trained in forklift truck usage (Essential)</li> </ul>
BENEFITS	<ul style="list-style-type: none"> <li>• Pay of £12.60 per hour (£24,654.38 yearly for full time hours (rising in April 2026) to £13.45 per hour)</li> <li>• An occupational pension scheme, with 6% contribution by the employer,</li> <li>• Paid annual leave of 28 days pro rata (inclusive of any bank holidays falling in the contract period)</li> <li>• Provision of training and personal protection equipment where required</li> <li>• Provision of a supportive and positive work environment where you will be respected for your contribution and efforts</li> </ul>
NOTICE PERIOD	1 month (1 day during probation)
LINE MANAGEMENT	Reporting to Administration and Logistics