

# CCL Production Department

# Warehouse Operative

## Job Description

### About Us

Culture Creative Limited (CCL) is a leading project and production management company based in Edinburgh and Northeast England and operating worldwide. We provide creative solutions for cultural projects and events and specialise in site specific projects in heritage and landscape settings. We work on summer festivals, sporting events and art installations.

### Salary

£26,000pa

### Reporting to

Warehouse Manager

### Working Time

This is a full-time position primarily based on-site at our warehouse in Belford, Northumberland. Usual working hours are 9am - 5.30pm Monday-Friday, however at busy periods the hours and days may vary, with time off in lieu or overtime pay at the discretion of the Head of Production. Flexibility around working hours for these busy periods is essential, and anti-social hours and weekends will be required at times.

### Roles & Responsibilities

- Testing, packing and unpacking CCL equipment as appropriate, in accordance with our Warehouse Procedures as required
- To ensure the correct usage of our asset tracking system (full training to be given)
- To clean, maintain, and repair equipment where necessary
- To ensure the warehouse and yard are kept clean & tidy
- To work as part of a team to pack and unpack delivery vehicles (some manual handling required, full training to be given)

## Job Description

- To ensure health and safety policies are adhered to and upheld at all times

## Previous Experience

Some experience working in a warehouse environment would be useful, however it is not essential. Experience working with technical equipment would also be advantageous. We will ensure that successful applicants are given full training as necessary.