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**Logistics Operative**

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| **Job grade** | **Organisational support (Level 1)** | **Reports to** | **Logistics Managers** |
| **Directorate** | **Zoos and Engagement** | **Function** | **Logistics Operations** |
| **Contract**  | **Fixed Term** | **Location** | **Whipsnade** |

**Responsibility for resources**

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| **Direct line reports** | **N/A** | **Responsibility for other resources** | **N/A** |
| **Financial resources** | **N/A** |

**Our vision and mission**

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

**Purpose of the role**

This role supports the logistics team at ZSL Whipsnade Zoo by helping achieve departmental goals using sustainable and creative methods. Responsibilities include driving, maintaining and conducting routine vehicle checks, as well as transporting materials, animals, food, waste; and supporting stores, overall site presentation, the post room and warehouse operations.

**Key responsibilities**

* The job holder will be required to drive a range of vehicles, (car, van, C1 vehicles).
* Ensure that a high-level site presentation is promoted, including emptying bins around site, leaf clearing, clearing paths, litter picking around focal areas, clearing snow and salting, etc.
* To assist as required in the browse operation to harvest and supply for ZSL Zoos as required.
* Pressure washing the bird arena, picnic and Hullabazoo area, benches, tables and shelters.
* Assisting with setting up events or functions and erecting temporary fences, e.g. Heras.
* To support animal stores with day-to-day duties especially when the stores person is not on site.
* Manual handling required including lifting some heavy items, delivering/collecting items from internal and external locations including between Whipsnade Zoo and London Zoo, loading and unloading of lorries.
* Ensure that vehicles are clean and tidy with safety checks complete.
* To support animal moves/collections both internally around site and externally to other zoos including between Whipsnade Zoo and London Zoo, animal collections and airports.
* To prepare orders for delivery, which includes picking of stock for delivery to ZSL stores, picking of e-commerce orders, and picking of equipment for other departments.
* Taking delivery of goods & supplies, checking for damaged or missing items.
* To safely store goods, moving stock around by hand, using lifting gear or a forklift truck.
* To carry out quality control checks and to count and record stock figures.
* To collect and move internal post within site.
* To be responsible for completion and prompt submission of all related paperwork and the provision of other information as requested.

*The duties and responsibilities described are not a comprehensive list and additional tasks*

*may be assigned from time to time that are in line with the level of the role.*

**Person Specification**

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| Experience |

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| Essential | * The job holder must hold a full clean UK driving licence ideally to include category C1.
* A good standard of literacy and numeracy are essential.
* The job holder will be required to work on weekends and bank holidays when required.
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| Desirable  | * A knowledge of health and safety and best practice would be desirable.
* Forklift truck or Telehandler experience would be desirable, but if not, training would be given.
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| Knowledge and skills |

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| Essential | * To communicate effectively and confidently with ZSL colleagues, external organisations, contractors, suppliers and visitors.
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| Desirable | * A knowledge of PC or PDA devices use.
* Experience using Windows, Excel and Word.
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| Additional requirements |

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| Essential | * This post will require extensive outside working with direct exposure to the weather and animals.
* This position is part of a team on either a six-week rota or a 5-day week incorporating Saturday morning working. You will be directed on this.
* Strong commitment to creating a culture that lives ZSL values and commitment to safeguarding, equality and diversity (collaborative, inspiring, inclusive, innovative, impactful and ethical).
* To comply with and promote Health and Safety policies and procedures.
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