



Food Manufacturing

Warehousing

Lesson 2

Recognise and comprehend the functions of a food manufacturing warehouse, the process requirements and conditions stock is stored and maintained at.





The warehouse staff need to prepare to receive any items. They should be organised ready to take in the items safely.





The warehouse staff will need to prepare for items, this involves:

- Understanding what the items are
- Finding out when the items are due
- Clearing the incoming area
- Wear the appropriate personal protective equipment (PPE)
- Collect handling equipment





Understanding what items are due is important to plan:

- Make a space which is big enough
- A location appropriate e.g. is it going to be despatched soon
- What environment should it be stored in e.g. freezer or chiller
- What handling equipment will be required
- How many operatives will be needed





Finding out when the items are due to arrive at the warehouse is important to plan:

- To organise other deliveries at different times
- Organise the appropriate staff to handle the delivery
- Carryout safety start up checks on handling equipment before items arrive
- Move any items around to make space in the appropriate location





The area where the items will arrive at will need to be clean and tidy. This will ensure the items don't get damaged and there is enough space for them to be moved safely.





A visual check of the area should be performed before the items arrive. In a busy factory where items are received on a constant basis, regular visual checks throughout the shift should be performed.





Personal protective equipment – PPE

PPE which maybe required in a warehouse are:

- Gloves
- Steel toe non-slip boots or shoes
- Hi-Viz clothing
- Hard hats
- Ear plugs





There are different types of handling equipment used to move items in a warehouse:

- Forklift truck
- Pallet truck
- Crane
- Hoist
- Conveyor belt
- Lift
- Trolley
- Wheels





Safety start up checks should be carried out and documented for all handling equipment. This is usually completed at the start of the shift.





If any faults are found with the handling equipment then they should be quarantined so they are not used and reported immediately to be fixed or replaced.





Staff must be trained
on how to use
handling equipment
safely to prevent any
accidents.





Revision Activity 2

**What handling equipment
is used in a warehouse?**