

Craig James Jackson

Warehouse Operative

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Looking to change careers to become a HGV driver.

Skills/Attributes

LGV/HGV Class 1/C+E Licence (including Class 2/Cat C)

CPC card holder - expires: 21/12/2029

~2 years experience of driving counterbalance FLT with fork attachments

Organisational and paperwork skills

Self management of workload to meet fluid deadlines as required by the business

All manner of factory related tasks, relating to all parts of the food manufacturing process from goods in to loading finished product including signing off associated paperwork

Computer skills - confident in Word, Excel, Outlook and Powerpoint including programming skills in Excel

Food Hygiene Level 2

First Aid at Work

Experience

Just Love Food Company / Warehouse Operative

March 2023 - PRESENT, Blackwood.

Operating counterbalance with fork attachment (forklift truck).

Operating Genie Runabout (elevated order picking platform somewhat similar to a cherry picker).

Goods in and dispatch including all paperwork - Following strict company procedure and checks receiving goods into an allergen controlled environment. Also involved in the safe loading of palletised finished product onto lorry trailer according to best practice, making sure the load is both safe and secure.

Regularly liaising with other department managers including supply chain manager, production manager, factory manager, baking manager, financial manager, engineering, NPD and technical to ensure smooth workflow of business operations and to minimise potential problems developing into actual problems.

Staying organised and up to date with changes in business operations by communicating effectively through email, phonecall and verbal interaction.

Completing pick/order list to strict deadlines so as to not hold up other departments.

Stock Rotation and manual handling of raw material/packaging.

Travelling to other sites as part of conducting travel tests on development products.

Management of warehouse space/racking allotment.

General housekeeping duties including making sure daily and weekly cleaning duties are completed around other work duties.

Just Love Food Company / Bakery Operative

February 2023 - March 2023, Blackwood.

Tasks and duties involving the mixing, depositing and baking of cake batter, cream, frosting, sugar paste/icing etc. in a controlled environment. Weighing and measuring dry and wet ingredients accurately is of utmost importance for ensuring product quality. Proper traceability paperwork and procedure is also a high priority. Proper handling of chemicals is also a regular part of the job, namely in the form of safely and correctly measuring and diluting industrial chemical cleaning products, and then using them to clean machinery and other equipment in the factory.

Also of note is that the company has separate “vegan” and “gluten-free” production days. This entails making sure gluten products and the equipment used for gluten products do not contaminate the gluten-free products. It also means that products containing egg (and equipment which touches those egg-containing products) do not contaminate the vegan products. Cross contamination and proper segregation of raw ingredients, equipment and food products are always under consideration during the work day, as is proper hygiene and cleanliness to that end.

[Big Gap] - Went abroad to travel and live in the Philippines -Includes a period of study before getting married and eventually coming back to the UK in January 2023

Memory Lane Cakes / Production Operative

July 2014 - November 2014, Cardiff.

Basic food handling work on a production line, including experience in a supervisory role wherein I covered for my supervisor for 2 weeks while he was off work. The team was around 30 members big and I oversaw the manufacture of yule log cakes. Roles included assigning jobs to team members and rotating them throughout the shift, liaising with management, liaising with quality control staff, liaising with mixing staff, product reconciliation, completing proper traceability paperwork to cover the products from production through to finished product on the pallet, managing the amount of waste produced.

Just Love Food Company / Production Operative

April 2010 - July 2014, Blackwood.

Although my official role was a production operative, I was actually given many roles and responsibilities in the fast moving and ever changing environment during the years I worked there. The company itself was very small - with only 8 total employees when I joined, which meant we all had to work together, chip-in and adapt quickly as the business grew.

My roles and responsibilities over the years:

- product reconciliation
- accepting/signing off on warehouse deliveries
- stock rotation
- food handling
- quality control
- supervision of small team
- machine operator, machine minding, machine repairs
- sourcing, ordering and fitting of new parts for machines
- liaising with outside contractors (engineers)
- hygiene inspection
- operating metal detector for HACCP compliance
- weighing and measuring wet and dry raw ingredients
- mixing
- baking
- packing
- cleaning

Education

Mapua University / BS Information Technology Completed 3 years of 4 year undergraduate degree course in the Philippines

July 2016 - March 2021, Manila

Unfortunately I was unable to finish my degree. Due to changes in circumstances during the pandemic, I could no longer afford to continue paying the tuition fees.

St. Martin's School / A-Levels, AS Level, GCSE's

September 2002 - July 2009, Caerphilly

A-Levels:

A - Mathematics

B - History

D - Physics

AS-Levels:

A - Electronics

GCSE's:

10 GCSE's from A* to C. Most relevant are:

A* - Mathematics

AA - Science (double award)

A - Electronics

B - English Language

B - IT