



Warehouse operator

Tasks:

- Warehouse operators receive goods and store them properly. They assemble deliveries for dispatch or forward goods to the appropriate places in the company.
- In addition to preparing goods for dispatch, warehouse specialists are also responsible for the proper storage, quality control and labelling of goods.

The training:

Warehouse operator is a 2-year recognised training occupation in industry and commerce. The training also takes place in the skilled trades. Your dual training as a warehouse clerk will take place both in the company and at vocational school.

You acquire practical knowledge through work in the training company. The theoretical knowledge is acquired at the vocational school. Classes are held either in blocks or weekly on fixed days. In addition to an intermediate examination halfway through training, which is used to check the current level of knowledge, there is also a final examination.

1. Vocational training, labour law and collective bargaining law

- Explain the significance of the training contract, in particular its conclusion, duration, and termination
- State mutual rights and obligations arising from the training contract
- Name possibilities of further vocational training

2. Structure and organisation of the training company

- Explain the structure and tasks of the training company
- Explain the basic functions of the training company such as procurement, production, sales and administration, sales, and administration
- Describe the relations of the training company and its employees to business organisations, professional associations, and trade unions



3. Safety and health at work

- Realize risk for safety and health at work
- Take measures to avoid them
- Apply occupational health and safety and accident prevention regulations

4. Protection of the environment

Contribute to the prevention of operational environmental pollution in the occupational sphere of influence, in particular:

- Explain possible environmental impacts of the training company and its contribution to environmental protection using examples
- Apply environmental protection regulations applicable to the training company
- Use possibilities of economic and environmentally friendly energy and material use

5. Work organisation; information and communication

- Classify the warehouse and transport area as well as one's own work area in the company's business processes and derive consequences for one's own actions from them
- Convert work orders into work processes according to operational specifications; carry out work orders in a customer-oriented manner
- Use company information and communication systems, considering application-related networking as well as data security and data protection

6. Logistical processes; quality assurance measures

- Distinguishing and handling goods according to their nature and use
- Observe standards, measurements, units of quantity and weight
- Apply legal and company regulations for goods-specific storage

7. Use of work equipment

- Select and use equipment for weighing, measuring, and counting
- Use working and conveying equipment
- Plan the use of working and conveying equipment under economic and ecological aspects

8. Acceptance of goods

- Check accompanying documents for correctness and completeness, considering customs and dangerous goods regulations and according to company specifications
- Unload goods
- Carry out quantitative and qualitative goods checks, record incoming data and draw up error logs



9. Storage of goods

- Labelling goods, sorting, forming storage and sales units, and preparing goods for storage
- Store goods in compliance with storage regulations
- Carry out measures to maintain quality and value

10. Picking and packing goods

- Check order documents and prepare picking
- Remove goods from storage, considering the principles of retrieval, and document changes in stock
- Dispose of loading and transport aids

11. Dispatching goods

- Prepare consignments for specified means of transport ready for loading
- Determine weight and space requirements of goods
- Draw up loading lists and loading plans in compliance with loading regulations

Further training

Adaptation further training

- EDP systems
- Dangerous goods
- Accident prevention
- Forklift licence
- Occupational safety
- Materials and merchandise management

Upgrading training:

- Extension of training as a warehouse logistics specialist
- Training opportunities to become a master craftsman, a technician, business administrator, expert merchant, or business economist
- Studies in logistics, supply chain management

