

# Job Description: Logistics Support



Function:	Logistics Department – Sodexo Justice Services
Job:	<b>Logistics Support</b>
Position:	Logistics Support
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Logistics Supervisor
Additional reporting line to:	Soft Services Manager
Position location:	HMP & YOI Bronzefield

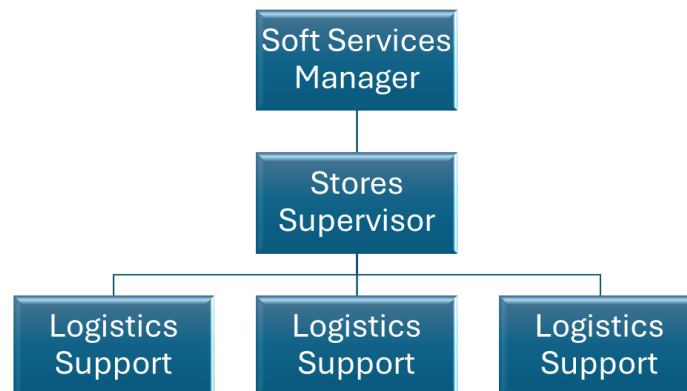
**1. Purpose of the Job** – State concisely the aim of the job.

- To support in the day to day operation of the stores and shop

**2. Dimensions** – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Team:	Prisoner Workers:
Direct Reports:	

**3. Organisation chart** – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



**4. Context and main issues** – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Handling of daily ordering and picking of stock for internal departments and residents.
- Weekly canteen picking.
- Providing effective counter service to the staff and internal stakeholders.
- Daily stock handling and deliveries into the logistics department.
- Maintaining records – Manual & Use of IT systems.
- Working to strict time deadlines.
- Attention to details.
- Compliant with standard regulations & statutory requirements

**5. Main assignments** – Indicate the main activities / duties to be conducted in the job.

- **Effective Logistics Department service in accordance with HMP and Sodexo baselines to cover “Shop” and “Stores” functions.**
- **In conjunction with the Logistics Supervisor, to provide the support of the daily supervising of the residents working in the department.**
- **To ensure that the Staff and Residents Stores/Canteen/Shop Orders are processed, packed and ready for delivery onto the house blocks on the required days and times.**
- **Process Canteen/Shop/Stores orders ready for delivery onto the receiving department.**
- **To assemble stock from shelves against orders, check and pack orders.**
- **Prepare stock trolleys ready for delivery onto the house blocks.**
- **To deal with Stores/Shop/Canteen queries efficiently**
- **To comply with the LSS and associated LOP’s and Procedures**
- **To assist the deliveries into the department and unload stock onto shelves some heavy lifting may be required.**
- **To assist in stocktake on the last day of each month / quarter end stock count.**
- **To undertake duties as required that will contribute to the effective operation of HMP Bronzefield Logistics Department**
- **Effective interpersonal skills and customer focused.**
- **To promote and understand the Sodexo policy and procedures**
- **To participate in training as required in order keeping up-to-date with all mandatory and refresher training.**
- **To be committed to personal development.**
- **To Comply with HSE requirements of the area.**

**6. Accountabilities** – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Should be able to adopt and demonstrate the Sodexo Managerial Behaviours that build our core values of team spirit, service spirit and spirit of progress.
- Ensuring that the policies and practices are carried out within the guidelines.
- All records are maintained and completed within specified legal requirements where appropriate and in accordance to any prison service order and instructions where applicable.
- Work directly with different departments to ensure operational requirements are met.
- Transactional records are kept up to date daily.

**7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Good working knowledge of Microsoft Office (particularly Outlook and Excel).
- Good inter-personal and communication skills.
- Ability to work on own initiative and meet targets and to respond effectively to changing priorities.
- Strong organisational skills, ability to multitask and work to deadlines.
- Attention to detail and accuracy.

**8. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

■ Growth, client and customer satisfaction, quality of services provided	
■ Rigorous management of results	■ Analysis and decision making
■ Planning & organising	■ Employee engagement
■ Innovation and change	
■ Brand notoriety	
■ Learning & development	

**9. Management Approval** – To be completed by document owner

Version	1	Date	25/03/24
Document Owner	Owen Enser		