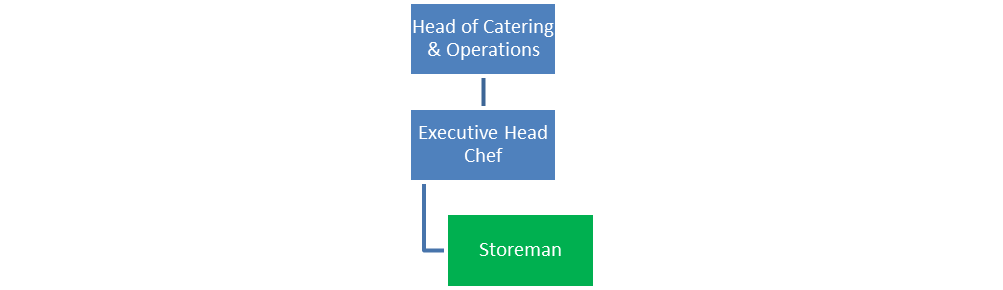
|  |  |
| --- | --- |
| **Job Description** | |
| **Function:** | Operations |
| **Position:** | Storeman |
| **Job Holder:** |  |
| **Start Date:** |  |
| **Immediate Manager:** | Executive Head Chef – Mikolaj Barszczewski |
| **Additional Reporting Line:** | Operations Manager |
| **Position Location:** | Royal Botanic Gardens Edinburgh |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Purpose of the Job** | | | | | | | |
|  | * To ensure the successfully delivery and movement of all supplies/equipment/customer owned items around the site and in line with each specific event request * To monitor and maintain consistently high levels of service standards and quality across all areas including the maintenance and organization of all site stores * To maintain stock levels on daily basis, look after cellars and drinks orders for all events * To maintain stock levels on a daily basis, throughout all retail locations * Support the kitchen team with the management of internal store * To maintain and develop H&S procedures for all stores, event kitchens and vehicles on site * To assist the Operational Team in the execution of all event logistics, as required * To provide support to the retail areas with onsite deliveries from the main service yard to the outlets throughout RBGE * Ensure that Service Level Agreements specified by RBGE are adhered to at all times and supporting other team members to ensure that standards are met | | | | | | |
|  | |  |  |  |  |  |

1. **Organisation Chart**

****

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Context and Main Issues** | | | |
|  | * To adhere to Sodexo policies and always promote the company image. * To Maintain and keep a high-quality standard of the day-to-day activities * To ensure good running of the day-to-day business for logistic support on site | | |
| 1. **Main Assignments** | | | |
|  | | * To accept all deliveries into the site * Ensure that all food safety, health and safety and compliance paperwork is completed daily * Deliver the items around the site, ensuring that transfers are completed through the spreadsheet on the teams page at the end of each day * Work closely with the chefs, retail managers and event teams to plan your day * Look for efficient ways to carry out your day to day role * Support and training for catering team members to cover role on days off * Ensure that the service yard is kept clean and tidy at all times * Maintain the cleanliness and tidiness of all store rooms and cellars * Work closely with the kitchen on stock management and rotation in the refrigeration units | |
| 1. **Accountabilities** | | | | | |
|  | * Receive deliveries to site and ensuring that all H&S paperwork is completed * Maintaining approved driver records and vehicle maintenance of the HPL buggy. * Ensuring all deliveries are correct. * Liaising with suppliers to agree access times for events. * Helping with all set ups and clear downs across site, following all measures set in SOP. * Look after event cellars and stock levels. * Ensure all H&S policies are followed on daily basis. | | |
| 1. **Person Specification** | | | |
|  | | * Full UK driving license * Computer literate and the ability to multi task- experience of outlook, excel and word. * A dynamic individual with a can-do attitude * The ability to work on their own or as part of a team * A bright talented events specialist who thrives on delivering memorable experiences, can react quickly and is flexible to change * Someone who has an inbuilt attention to detail and efficiency, and who is also able to see the bigger picture * A real energy and enthusiasm to motivate a team in preparation for events and retail set up * An ambitious, fun and positive individual who is an excellent communicator and immaculately presented but still wants to roll up their sleeves and get stuck in | |
|  | | |  | | **.** | |  |

Employee Name: ………………………………………………………………………………

Employee Signature : ………………………………………………………………………..

Date: …………………………………………………………………………………………………

Manager Name: ………………………………………………………………………………..

Manager Signature: …………………………………………………………………………..

Date: ………………………………………………………………………………………………….