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| **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  |

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| 1. **Purpose of the Job**
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|  | * 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
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1. **Organisation Chart**

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| 1. **Context and Main Issues**
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|  | * 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
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| 1. **Main Assignments**
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|  | * 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
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| 1. **Accountabilities**
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|  | * 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.
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| 1. **Person Specification**
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|  | * 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
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Employee Name: ………………………………………………………………………………

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

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

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

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

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