

# Job Description

## Logistics Team Leader

Function:	Logistics
Position:	Logistics Team Leader
Job holder:	New Role
Date (in job since):	N/A
Immediate manager (N+1 Job title and name):	Head of Supply (name TBC)
Additional reporting line to:	General Manager
Position location:	Fulham FC

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

To assist the operational management team in the preparation of the Craven Cottage match day and non-match day events and the Sodexo logistics team onsite with logistics support.

### 2. Main assignments – Indicate the main activities / duties to be conducted in the job.

- To receive deliveries from suppliers. Ensuring all orders received are correct, complete, received in a timely manner, stored correctly, and recorded using the inventory stock system. Any shortages or damages are reported to the Logistics Management team
- To ensure all required areas are fully stocked and merchandised according to par levels and planograms provided by operations management
- Monitors and communicates stock levels for all departments, coordinates the rotation of short shelf-life products to limit over-ordering and ensure wastage is kept to a minimum. Supervises and carries out monthly and year end stock taking process for all consumable catering goods within the stadium
- Ensures logistics team members always work in a safe manner in line with company Health & Safety processes and procedures as well as undertaking risk assessments to ensure that all working areas are always safe. Plan, arrange and manage the training of the logistics team in skills such as forklift truck operation, manual handling and the safe use of a pallet truck, trolleys, and sack barrows
- To ensure all logistics areas are cleaned to a high standard in readiness for event days including beer line cleaning and records are kept for these tasks in the appropriate place
- To report any maintenance issues to the Logistics Management team
- To oversee the variable logistics team on non-match days and event days ensuring work is completed on time and on specification; Food is cooked, transported, and stored as per the Sodexo Health & Safety guidelines
- To support the Operations team with logistical needs in setting up rooms, furniture moving and storing
- Any other reasonable Management request

**3. 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.

- Comply with the Sodexo Food Safety and Health & Safety policies and processes
- Ensure all Food Safety and Health & Safety policies and processes are adhered to among direct reports
- Comply with the Stadium and Logistics compound site regulations

**4. 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.

- Accurate and effective stock management
- Safe and secure movement of stock, equipment and other items requiring using aided device (pallet truck, trollies, forklift and sack barrows)
- Apply Safe Systems of Work at all times
- Train and supervise variable teams on required SSWs and H&S processes related to logistics work

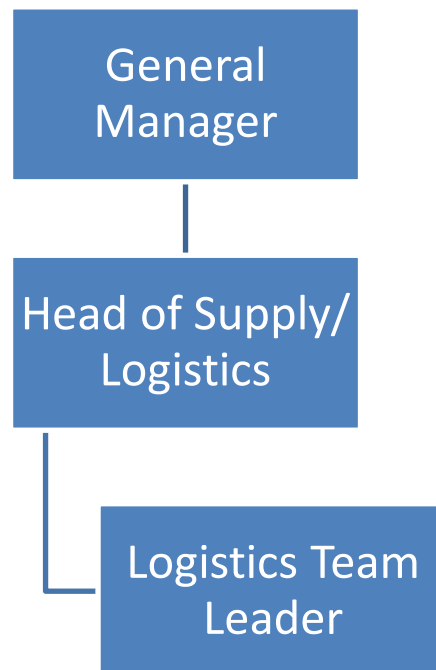
**5. Dimensions** – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

- 5-10 variable logistic workers
- Up to 32,000 venue capacity
- 7 day operation
- Logistic compound next to Stadium

**6. Job profile** – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position.

- Excellent interpersonal, communication, time management, planning, organisational and people management skills and ability to communicate effectively with customers and clients
- Flexible approach to working hours
- Forklift licence
- Drivers licence (desirable)
- Previous stock control and warehouse experience
- Self-motivated and self-sufficient who enjoys working in a high achieving environment
- Experience in using Microsoft Office
- People management experience
- Manage multiple workloads and shifting priorities
- Ability to operate to performance criteria, for example, health and safety, hygiene
- Positive approach to learning in role and identifying own training needs as appropriate
- Self-motivated and able to work on own initiative
- Work effectively as part of a team
- Food Safety and Health and Safety qualifications to level 3 (desired)
- Manual Handling training

**7. Organization chart** – Indicate schematically the position of the job within the organization. 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.



#### Levels

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Received:

Date:

Date:

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Job holder

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Immediate Manager