

Job Description for Stores Supervisor at DRI

The Catering Stores Supervisor will be responsible for the effective management of the catering stores, ensuring the accurate accounting of ordering, receipt, storage, and distribution of high volumes of food and non-food catering supplies within the Hospital. The role supports patient catering services as well as retail outlets, maintaining continuity of supply, cost control, food safety compliance, and service quality.

The post holder will manage complex procurement requirements, supplier liaison, stock control systems, and supervisory responsibilities within a healthcare environment. The role includes regular manual handling and heavy lifting and responsibility for monthly stock takes.

Key Responsibilities

Ordering & Procurement

- Manage and place high-volume food and consumable orders for patient catering services and hospital retail outlets.
 - Ensure ordering aligns with service demand, budgetary controls, and agreed supplier contracts.
 - Liaise with suppliers to ensure timely deliveries, correct pricing, product quality, and contract compliance.
 - Resolve supply issues, shortages, substitutions, and urgent ordering requirements.
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Stock Control, Storage & Stock Takes

- Receive, check, and store deliveries, ensuring accuracy against delivery notes and orders. (As and when required to support the store team)
 - Maintain accurate stock records using electronic stock management systems.
 - Ensure correct stock rotation (FIFO), storage temperatures, and segregation of products.
 - Organise and distribute supplies to patient catering areas and retail outlets across the hospital site.
 - Plan, coordinate, and complete full monthly stock takes, ensuring accuracy and compliance with financial and audit requirements.
 - Investigate and report stock variances, discrepancies, and losses.
 - Carry out ad-hoc stock checks as required.
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Manual Handling & Physical Duties

- Undertake regular heavy lifting and manual handling, including moving bulk food deliveries, frozen and chilled items, beverage crates, and catering supplies.

- Safely operate manual handling equipment such as pallet trucks, cages, trolleys, and lifts.
 - Adhere to manual handling regulations, completing mandatory training and risk assessments.
 - Promote and maintain safe working practices within stores areas.
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Food Safety, Quality & Compliance

- Ensure compliance with Food Safety legislation, HACCP principles, COSHH, and Infection Prevention & Control standards.
 - Carry out delivery checks, temperature monitoring, and maintain accurate documentation.
 - Ensure allergen control procedures are followed at all times.
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Retail & Patient Catering Support

- Ensure availability of stock to meet patient dietary requirements, including specialist and therapeutic diets.
 - Support hospital retail outlets with appropriate stock levels, especially during peak trading periods.
 - Respond effectively to urgent service demands and emergency situations.
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Supervision & Team Leadership

- Supervise catering stores staff and support daily operational delivery.
 - Allocate workloads, including ordering, stock control, distribution, and stock take duties.
 - Provide training, guidance, and support on safe systems of work, stock management, and manual handling.
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Financial Control & Reporting

- Monitor stock usage and expenditure to support budget control.
 - Analyse stock data and stock take results to identify trends, waste, and efficiency improvements.
 - Assist with reports relating to stock, ordering, and supplier performance.
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Physical & Working Environment Requirements

- Significant time spent in catering stores, chilled, and frozen environments.
- Regular heavy lifting and manual handling required.
- Standing, walking, bending, and moving stock throughout shifts.
- Use of PPE in accordance with health and safety requirements.
- Flexible working hours to meet service demands.