

Job Description: Goods in and Stock Controller

Function:	Beverage Department
Job:	
Position:	Goods in and Stock Controller
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	James Hardie, Head of Beverage
Additional reporting line to:	Head of Finance
Position location:	Ascot Racecourse, supporting Ascot Racecourse & Major Events

1. Purpose of the Job

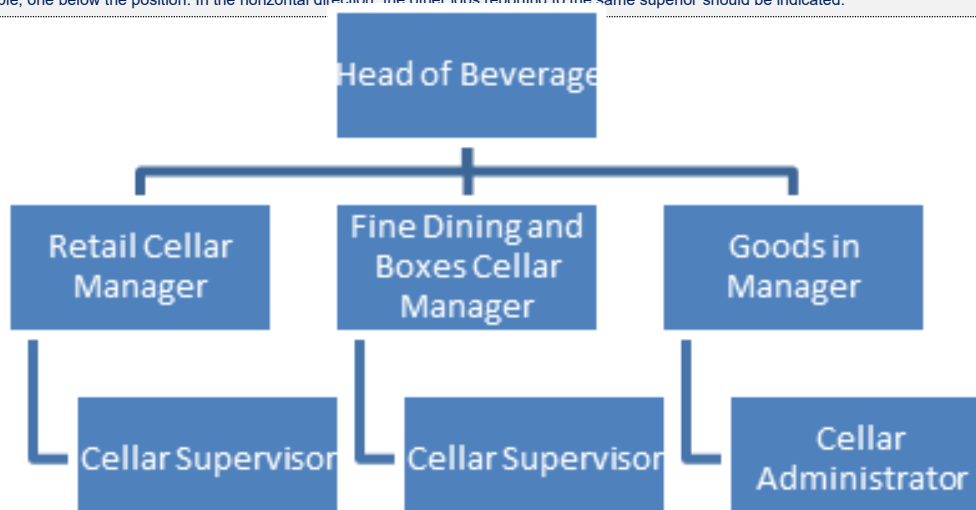
- The Goods In Manager / Stock Controller is responsible for managing all aspects of goods receiving, stock control, and stock distribution across Ascot Racecourse.
- This role ensures that all beverages are accurately checked and receipted, stored securely, and issued to outlets in line with operational requirements.
- The postholder will safeguard assets through rigorous stock control, accurate documentation, and reconciliation processes, supporting the financial performance of the Beverage Department.
- To facilitate concessionaires with stock orders and ensure all charges and credits are documented accurately and billed in line with the finance and Cellar SOPs

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.

Revenue FY2025:	5m	EBIT growth:	N/A	Growth type:	N/A	Outsourcing rate:	n/a	Region Workforce	N/A
		EBIT margin:	N/A			Outsourcing growth rate:	n/a	HR in Region	N/A
		Net income growth:	N/A						
		Cash conversion:	N/A						

Characteristics
N/A

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 challenges

- Maintain robust goods-in processes to ensure all deliveries are checked, receipted, and entered onto the stock control system with zero discrepancies.
- Develop PAR levels for the cellars based on usage with the Retail and Fine Dining Cellar managers
- Ensure accurate distribution to Retail, Fine Dining, and Hospitality Cellars against agreed PAR levels and event requirements.
- Support the Head of Beverage in achieving key financial targets relating to stockholding, wastage reduction, and cash-to-stock reconciliation.
- Support the Head of Beverage in planning and reconciling external events.
- Safeguard stock through secure handling, correct storage, and rotation (FIFO / date life).
- Balance high-volume operations during peak periods (Royal Ascot) with day-to-day stock control requirements.
- Management and billing of external and internal drinks orders

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

1. - Manage all beverage and consumable deliveries, ensuring accuracy of quantities, product codes, and quality standards.
 - a. Record all receipts promptly in the Ascot Stock Control System, flagging and resolving discrepancies with suppliers.
 - b. Maintain accurate stockholding records, ensuring products are rotated effectively to minimise wastage.
 - c. Produce daily/weekly goods-in reconciliation reports for Finance and senior management.
2. Stock Distribution
 - a. Plan and organise stock distribution to Retail, Fine Dining, and Hospitality outlets, ensuring accuracy and timeliness.
 - b. Monitor and support outlet compliance with agreed PAR levels and event requirements.
 - c. Liaise with Cellar Managers (Retail / Hospitality & Boxes) to coordinate transfers and event stock builds.
3. Reporting & Financial Accountability
 - a. - Support monthly and event-based stock variance reporting.
 - b. - Assist in stock-to-cash reconciliation, highlighting variances and recommending corrective actions.
 - c. - Track supplier credits and shortages through robust documentation.
4. Compliance & Safety
 - a. - Ensure compliance with Health & Safety, manual handling, and safe working practices.
 - b. - Safeguard stock areas through strict security and access control.
 - c. - Conduct and record toolbox talks and safety briefings.

6. Accountabilities

- Accurate goods-in processing and stock reconciliation.
- Delivery of reliable stock data for Finance and senior stakeholders.
- Secure storage and timely distribution of stock to all outlets.
- Reduction of wastage and minimisation of stock losses.
- Compliance with Health & Safety and security
- Standards.Maintenance of a safe, secure, and professional cellar environment, including line cleans and keg room hygiene.

7. Person Specification

- Previous experience in goods-in, stock control, or warehouse/cellar operations (hospitality or retail).
- Strong IT skills, including Microsoft Excel and stock control systems.
- High attention to detail and accuracy in reconciliation.
- Knowledge of beverage products (wines, spirits, beers, and softs) preferred.
- Forklift licence (desirable).
- Strong organisational and teamwork skills, able to work under pressure in a fast-paced environment.
- Clean driving licence (preferred).

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

- Rigorous management of results.
- Strong organisational skills.
- Commercial awareness.
- Operational excellence.
- Health, Safety & Compliance focus.

9. Management Approval – To be completed by document owner

Version	1.0	Date	01 st September 2025
Document Owner	James Hardie		