

Job Description:
Driver / Stores person

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| Function: | Universities  |
| Job:  | Driver/Store Person |
| Position:  | Casual / Full time  |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Simon Malin |
| Additional reporting line to: | Anthony Brandl |
| Position location: | Coventry University –  |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * To assist generally with the receipt and delivery of goods into the Coventry Uni contract following all correct protocol and company procedures
* To correctly store and rotate all stock
* Creation of purchase orders and recording goods inward/outwards using Company bespoke software. Ensure checks to verify stock levels for re-ordering are accurate and appropriate
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| 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. |
| Characteristics  | Close working relationship with all the Team and stakeholders on site |

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| 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. |
| Contract DirectorNeil WhittleExecutive Head ChefSous ChefSupervisors |

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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * To deliver daily hot & cold food offers and assist where required for internal and external Sodexo Clients/customers and to ensure they are delivered to an exceptionally high standard in line with company and client expectations and service level agreements
* To maintain service and standards and assist in other food outlets as required
* Maintaining Food Quality and Standards
* Adherence to company procedures and food hygiene
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Sodexo vehicle compliance and management of records
* Work within the H&S systems and Food hygiene systems and compliance to company and legislative standards
* Working with the existing chef and kitchen team to maintain standards
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| 6. 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. |
| * Full accountability of the day to day operation with the vehicles and company compliance documentation
* Weekly tyre checks and ensuring the vehicles are fuelled and charged for daily use
* Monthly mileage records and submit on the last day of every month
* Deliveries arrive on time especially daily Nursery provisions.
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| Essential* Good level of communication and spoke/written English to an acceptable level
* Strong levels of personal hygiene and presentation
* Experience of working in a team & of being ‘team player’
* Basic food hygiene qualification
* Basic Health and Safety qualification
* COSHH training
* Previous experience in similar role
* Computer literate
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| 8. Management Approval – To be completed by document owner |
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| Version | 1 | Date | 04.09.2020 |
| Document Owner | Simon Malin |

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