

# Job Description: Prison Shop Administrator

Function:	To provide administration and physical support to the running of the prison shop function at HMP Addiewell.
Job:	Prison shop administrator
Position:	Prison shop administrator
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Grant Russell – Stores Manager
Additional reporting line to:	Fiona Anderson – Head of Business Management
Position location:	HMP Addiewell

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

To provide administration and physical support to the running of the prison shop function at HMP Addiewell.

## 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 FY13: €tbc	EBIT growth:	tbc	Growth type: n/a	Outsourcing rate:	n/a	Region Workforce	tbc
	EBIT margin:	tbc					
	Net income growth:	tbc		Outsourcing growth rate:	n/a	HR in Region	tbc
	Cash conversion:	tbc					

Characteristics ▪ Add point

## 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 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.

- Must adhere to prison contract and regulations therein

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

- Compilation of manual and computer based orders for pick and pack operation
- Rectifying complaints
- Assist with physical pick and pack operation (when required)
- Maintenance and data entry of all purchasing supplier records
- Gather information, prepare data and set up spreadsheets to demonstrate comparative prices for goods or services
- Complete stock checks to ensure all consumable items are well stocked
- Ensure all purchase requests are authorized and approved
- Compile, collate & order weekly stock requests to suppliers
- Prepare weekly/monthly reports as required
- Undertake any other duties as required that will contribute to the effective operation of the department or prison as a whole

**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.

- Delivery time scales must be met
- Ordering time scales must be met
- Stock availability must be kept to a constant

**7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

**Essential**

- Confident with IT packages.
- Educated to standard grade level or equivalent

**Desirable**

- Have previous experience working within a Stores or “Pick & Pack” operation
- Experience dealing with both customers and suppliers via email, phone and face to face
- Have previous experience of working within a custodial environment
- Experience in stock ordering / control

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

Team spirit, service spirit, working with others

**9. Management Approval** – To be completed by document owner

Version		Date 10/01/2018	
Document Owner	Grant Russell		

