Job Description:   
[Job Title]



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| Function: |  | |
| Job: | Logistics Assistant | |
| Position: | Assistant | |
| Job holder: |  | |
| Date (in job since): |  | |
| Immediate manager  (N+1 Job title and name): | Simon Clayton Logistics & Site Manager | |
| Additional reporting line to: | Ryan Underhill General Manager F&B operations | |
| Position location: | Ascot Racecourse | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | |
| * A To ensure smooth running of the set up and breakdown of the racing and non-racing business | | |
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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. | | |
| **Key Performance Indicators (KPIs)** ***or “What it will look like when you are doing the job well”***  Designated area of responsibility is completed in a professional and safe manor   * Support the team delivering a smooth and effective logistic operation for race days and non race day business * All appropriate health, safety and environmental awareness documentation is completed in a timely manner. * Deliver a high standard of work to both internal and external clients i.e. ARL and Business Managers | | |

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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. |
| Ryan Underhill  General Manager  Food & beverage Operations  Business managers  Simon Clayton  Logistics & Site Manager  Head of Ta  **Logistics assistant manager x2**  **Logistics Supervisor x1**  **Logistics Assistants x4**  Casual team members |

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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 provide a professional service to all back house areas * Identify enhancement opportunities and suggested solutions for improvement to Logistics Manager * To adhere to Sodexo policies and promote the company image at all times. * To Maintain and keep a high quality standard of the day to day events |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * To ensure good running of the day to day business for logistic support * Support the planning and organization of the BOH services, including the preparation of all areas for all racing and B&E events * Effectively build and maintain professional relations with the client * Ensure end of day reports and morning checklists are completed on a daily basis. * Support in the coordinating the movement of equipment i.e. furniture and china to areas * Keeping the site tidy and presentable and safe * Stock taking equipment for end of year and replacement needs * Manage and ensure that casual BOH staff (on event days) are adhering to our standards, administer training where required. * Receive deliveries to site. * Promote health, safety and environmental awareness and responsibility * Provide logistic support, across all departments, where necessary in order to ensure smooth running of all events  |  | | --- | | 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. | | * Designated area of responsibility is competed in a professional and safe manor and is kept to an agreed standard. * Support the team delivering a smooth and effective logistic operation for race days and non-race day business within the targeted budget. * All appropriate health, safety and environmental awareness documentation is completed in a timely manner. * Deliver a high standard of work to both internal and external clients i.e. ARL and Business Managers * General departmental support where required | |

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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 working knowledge of a banqueting and events * Excellent communication skills, both verbal and written * Professional and courteous manor * Experience of delivering excellent customer service * Right to work in the UK without restriction * Ability to liaise with people at a Senior Level * Holds a full UK driving license   Desirable   * Basic First Aid Certificate * Drivers Awareness training * Forklift license |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| |  |  | | --- | --- | | High level of personal presentation and polices | deliver a consistently high performance in a high pressure environment | | Ability to work in a team | * Good communication skills | | Schedule flexibility |  | |  |  | |  |  | |

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| 9. Management Approval – To be completed by document owner |
| |  |  |  |  | | --- | --- | --- | --- | | Version |  | Date |  | | Document Owner |  | | | |