

Job Description:
Ration Stores Person

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| Function: | Operational |
| Position:  | Ration Stores Person |
| Job holder: | TBC |
| Date: | TBC |
| Immediate manager  | Kitchen Team Leader |
| Additional reporting line to: | Centre Manager |
| Position location: | Colchester - Montgomery |
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| 1. Purpose of the Job  |
| Working within the largest integrated catering, retail and leisure facility on Merville Barracks, you will play a pivotal role in assisting the kitchen team to deliver our financial targets. You will achieve this by being methodical and analytical in your daily work style assisting the kitchen management team with inventory control processes.Your role is primarily to support the kitchen management team by completing inventory control processes to the highest standard. This will require you to work along-side the kitchen team to assist with the ordering as well as the management and storage of chilled, frozen and dry goods on a daily basis. As part of your supporting role, you will be required to complete weekly and monthly stock checks alongside the kitchen team. Therefore confidence with numbers and the ability to count stock accurately are essential skills for this role. Generally your hours of work will be Monday – Friday from 13:30 – 20:00. However, if the last day of the month falls on a weekend then you will be required to work on that day to complete the monthly stock take.  |

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| 2. Dimensions |
| Revenue FY14/15: | £873k | 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  | *
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| 3. Organisation chart  |
| Centre Manager↓Kitchen Team Leader↓Chef Supervisors↓Chefs↓Ration Store Person |

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| 4. Context and main issues  |
| * Maintain levels of quality, cleanliness, food safety and hygiene in line with company SEMS, Safeguard and local authority regulations i.e. EHO, HSE.
* Embrace and grow a ‘zero accidents culture’ within your team by ensuring the accurate reporting of near misses and accidents as well as reporting any equipment defects to the helpdesk in line with company procedure.
* Daily checks of food dating codes throughout the kitchen and stores.
* Stock Management, including assisting the Kitchen team in the counting and analysing of food stocks and assisting with the placing of orders.
* Ensure the correct storage and disposal of foods in line with company policies and procedures.
* Knowledge of health & safety and food safety
* Manage compliancy of Food Safety and the Health and Safety at Work Act.
* Complete weekly expanded stocks summaries identifying any clerical or counting errors.
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| 5. Main assignments  |
| * Ensure all company documents are completed with integrity and that due diligence is practised at all times.
* Ensure that stock levels are maintained at the required totals and that all food is within date code and fit for use
* Ensure that all secure food storage areas are managed diligently and effectively control the distribution of food items to the Catering Team
* Undertake any other reasonable task as directed by the Centre Manager.
* Continue to develop one’s own skills and knowledge within the position.
* Attend weekly team huddles to maintain levels of communication across the team.
* Carry out training as required ensuring that your team have the skills needed to excel.
* Able to work on own initiative within a team environment.
* Work with and support all units/departments within the centre to ensure all aspects of the contract are delivered at all times.
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| 6. Accountabilities  |
| * Communicate effectively with the line manager, team and Client.
* Meet all Health and Safety, Food Safety and COSHH regulations pertinent to your position.
* Employee engagement and IIP
* To be a Brand Ambassador for Sodexo
* Increase company profit through efficient inventory control processes.
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| 7. Person Specification  |
| Essential* Good numerical and communication skills, must be able to demonstrate effective verbal and written communication
* Knowledge of health & safety and food safety
* Able to work on own initiative within a team environment
* Able to demonstrate attention to detail and adherence to standards

Desirable* IOSH and CIEH qualifications or equivalent
* Proven track record of employment within the catering/hospitality industry
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| 8. Competencies  |
| * Innovation & Change
* Growth, Client and Customer Satisfaction, Quality of Services Provided
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| 9. Management Approval  |
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| Document Owner | Michael Silk |

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| 10. Employee Confirmation |
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| Signed: |  | Date: |  |

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