

Job Description:
Clothing Storekeeper

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| Function: | Warehouse & Distribution |
| Position:  | Clothing Storekeeper |
| Job holder: | None |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Clothing Store Deputy |
| Additional reporting line to: | Clothing Store Senior Supervisor, Warehouse & Distribution Manager  |
| Position location: | Building D07, Colchester PFI |
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| 1. Purpose of the Job –State concisely the aim of the job.  |
| * To deliver Service Excellence and Customer Care to your customers and clients.
* To deliver storekeeper duties within the Quartermasters.
* Continually monitor standards and practices ensuring they are maintained at the highest level.
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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.~~ |
| Revenue FY13: | ~~N/A~~ | ~~EBIT growth:~~ | ~~N/A~~ | ~~Growth type:~~ | ~~N/A~~ | ~~Outsourcing rate:~~ | ~~N/A~~ | ~~Region Workforce~~ | ~~N/A~~ |
| ~~EBIT margin:~~ | ~~N/A~~ |
| ~~Net income growth:~~ | ~~N/A~~ | ~~Outsourcing growth rate:~~ | ~~N/A~~ | ~~HR in Region~~  | ~~N/A~~ |
| ~~Cash conversion:~~ | ~~N/A~~ |
| ~~Characteristics~~  | * ~~Add point~~
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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. |
| QMCS ManagerWarehouse & Distribution ManagerHead of Talent Clothing StoreSenior StorekeeperClothing Store deputyCClothing storekeeper |

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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. |
| Sodexo Service StandardsJSP’SCustomer ComplaintsMJDI IssuesMoD Form completion in line with Contract |

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| 5. Main assignments –Indicate the main activities / duties to be conducted in the job. |
| * As directed by the Senior Storekeeper (S/S) assist in the receipt, checking, storage and issue of all clothing store items.
* To carryout de-kits and partial de-kits as required.
* Assist with stock checks as directed by S/S or his Deputy.
* Maintain Clothing Store clothing accounts on the MJDI system as directed by the S/S or his Deputy.
* Carry out general housekeeping duties as directed by the S/S or his Deputy.
* Receive on-job training/attend training courses as necessary
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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. |
| * Provide excellent Customer Service whilst supporting the MoD in the best way possible.
* Ensure all MJDI procedures are completed in a timely manner.
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| 7. Person Specification–Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Computer Literate
* People Friendly
* Good Time Keeping
* Good Communications skills
* Ability to work on own initiative
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| 8. Competencies–Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Growth, Client & Customer Satisfaction / Quality of Services provided
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| * Innovation and Change
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| * Learning & Development
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| 9. Management Approval–To be completed by document owner |
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| Document Owner | Mick Watt |

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| 10. Employee Approval–To be completed by employee |
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| Employee Name |  | Date |  |

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