1. Job Details

Job title: Store Person

School/Support Department: Accommodation Services

Unit (if applicable):

Line manager: Manager/Head Chef/2nd Chef
Line Manager employed in same unit.

2. Job Purpose

Responsible for the catering department store area in respect to checking, ordering, receiving, recording, storage and issuing of stock. To ensure a safe catering area is maintained as per Health & Safety legislation and all audit checks are fulfilled throughout the food purchasing and issuing process.

3. Main Responsibilities

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<tr>
<th>% of time</th>
<th>Description</th>
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<tr>
<td>10</td>
<td>On instruction place orders with specified suppliers ensuring codes and specifications are used and choices only made where dual suppliers for items are allowed. This requires full use of the computerised stock system which is linked to the stock item data base.</td>
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<td>60</td>
<td>Receive all goods and match delivery notes to purchase orders through the stock system and with full paper backup.</td>
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<td>5</td>
<td>Arrange stores ergonomically and by appropriate food product to prevent cross contamination whilst ensuring daily stock rotation following new deliveries.</td>
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<td>5</td>
<td>Taking and recording all temperatures of refrigeration and freezers and reporting significant increases. Recording all high risk food on delivery and reporting if above specified levels.</td>
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<td>All store areas to be kept clean, pest proof and in good order. The goods receiving to be kept clean and tidy in accordance with Food Hygiene and Fire regulations.</td>
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<td>5</td>
<td>Other occasional cleaning duties include ventilation filters and drains and walk in fridge and freezers.</td>
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<td>To assist with any food service or preparation as required</td>
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<td>Will undertake the above duties working on a rotational basis and any additional duties as requested by management</td>
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4. Planning and Organising

Must be able to plan for all daily deliveries through filing of purchase orders by date, by supplier.
To control the quality and quantity of all items being delivered against the purchase order and specification given, report any differences.
Organise the store room in a logical flow i.e preventing heavy items being placed on top shelves
Be able to organise and run an area of operation single handed.
5. Problem Solving
Little problem solving required. For short deliveries all details are recorded on the delivery note and purchase order making the line manager aware. Likewise for late deliveries all concerns should be referred to the line manager or Supervisor.

6. Decision Making
Record all temperatures of high risk foods and reject items not meeting the criteria as set down in the food hygiene management system
Deal with supplier/driver queries and take appropriate action as required.
Use own initiative to move around/deliver supplies to other catering outlets to meet operational needs.

7. Key Contacts/Relationships
Must be able to work harmoniously as part of a team and be helpful and polite when dealing with customers, suppliers and staff. Key daily contacts both internal and external to unit and will regularly deal with at least 3 of the following: managers, assistant Managers, supervisors, chefs, catering assistants, kitchen porters and suppliers.

8. Knowledge, Skills and Experience Needed for the Job
No experience necessary, although previous experience with a catering store environment desirable. More important is good numerical/administrative and organisational skills in order to keep accurate details of orders and deliveries. Computer skills are essential as the stock control system is computerised.
To attain basic food hygiene qualification within 6 months.

9. Dimensions
To receive goods between the value of £1,000 - £5,000 daily.
Uses approximately £350.00 of cleaning equipment per annum

10. Job Context and any other relevant information
The catering environment, especially the store area, can be a physically demanding requiring substantial physical effort at times with heavy lifting and sometimes long periods of repetitive tasks. A certain degree of bending, stretching, twisting and constant movement is required and ability to work at a quick pace over key delivery times.
A high level of flexibility is required to cover changes in services, dependant on business levels and requirements. Demands to provide services outwith the catering unit and cooperation to extend working hours at short notice within limits. Store Person must be prepared to work in any area unless specialist training has not been given.