Stores Supervisor

Role

Maintain an efficient stock management system and storeroom while supporting the Head of Catering in providing the highest possible standard of service.

Job description

The stores supervisor will report primarily to the Head of Catering and will ensure the sourcing of best prices, value and service from suppliers. The post holder will be responsible for managing the movement of temperature controlled and ambient stock to current regulations and Selwyn College standards.

Main Duties/Responsibilities:

- Manage the stock for Catering, Housekeeping and College Bar.
- Order stock ensuring best value purchasing by utilising our procurement systems.
- Develop and maintain a professional relationship with suppliers, third party carriers, couriers, and companies ensuring our brands reputation and values are portrayed.
- Receive or reject deliveries from suppliers checking condition, temperature, invoice/delivery notes against daily order sheets to confirm accuracy of delivery.
- Manage all stock movements recording and following up any discrepancies that arise.
- Check and record chilled and frozen items are within temperature range at time of delivery.
- Maintain accurate computerised stock records for all inward and outward movements.
- Maximise storage space ensuring goods are stored within current hygiene and health and safety procedures and that they can be retrieved within HSE manual handling safety guidelines.
- Ensure stock is rotated and inform departments of short dated items so they are used within sell-by dates.
- Monitor cost and alert the appropriate departments of any price increases.
- Check deliveries and authorisation of invoices for payment, ensuring goods invoices and delivery notes are checked and passed through to the Bursary (finance department) weekly.
- Issue and deliver stock on daily requisition orders to all departments.
- Carry out regular quarterly stock checks in conjunction with the Head Chef and Head of Catering.
- Maintain safe working and hygiene practices including daily and weekly cleaning of the storeroom.
- Attend any identified training courses that benefit you to perform the duties of the post, including hygiene and health and safety training.
• Assist the Head of Catering and Butler in reviewing the current arrangements for wine deliveries and the wine stock control system, both in the Conference Wine Store and Fellows’ Cellar.
• Undertake and assist in any other tasks as instructed by the Head of Catering within the overall function of the job.

Role development opportunities

• After consultation and agreement with the Operations Manager and Head of Catering review the opportunities for centralised stock control for the College in areas such as stationery, chemicals and photocopy paper.

Health and Safety Considerations

• Follow advised safe working practices when lifting and carrying deliveries.
• Store all catering supplies in accordance with good manual handling practice and COSHH regulations.
• Report any potential hazards in the stores to the Head Chef and/or Head of Catering.

Knowledge, skill and experience required

Essential

• Extensive knowledge of stock control management
• Experience of Excel computerised stock control systems or databases
• Good IT skills (MS Word, Excel and outlook E-mail)
• Physically fit and capable of lifting and carrying safe working loads
• Ability to work on own initiative without direct supervision
• A methodical and thorough approach to all tasks undertaken
• Accuracy and attention to detail
• Ability to prioritise workload to meet specific deadlines
• A good communicator, with the ability to work in co-operation and harmony with colleagues to achieve efficient service levels
• A team player, with a flexible attitude and approach
• Ability to adapt to changes in working practices
• A willingness to adopt a hands-on approach in a varied and demanding team environment to meet deadlines

Desirable

• Experience of working in a warehouse or similar environment
• Previous experience of working in a catering environment
• An understanding of COSHH
• Basic Food Hygiene certificate
• Health and Safety qualifications

This job description may be subject to change due to organisation need, following consultation between the Head of Catering and the post holder.