

MIDLANDS PARK HOTEL

Job Specification

Position: Stores Assistant
Responsible for: MPH Stores
Reports to: Stores Manager/Duty Manager/Hotel Manager

Job Brief

The role of stores assistant is to support the timely delivery of items into the correct storage areas of the hotel. The role is highly dependent on implementing the correct storage guidelines in line with all Health & Safety requirements. The stores assistant is pivotal to the correct allocation of waste materials to the relevant areas.

Key Requirements:

- Live to and embody the values of the business
- Strong leadership skills
- Exceptional organisational skills
- High level of responsibility and accountability

Job Description

- Ordering and taking delivery of all stock
- To adhere to all Company policies including Customer Care, Health & Safety, Fire Safety, etc
- Effective communication with other employees to ensure the day-to-day business runs smoothly
- Quality product is sourced & purchased
- Have full knowledge of HACCP requirement to receive food deliveries
- Ensure deliveries are correctly received in line with delivery dockets/ supplier records are kept up to date
- Build good working relationships with Heads of departments
- Build and maintain strong relationships with suppliers
- Monitor all areas of purchasing including consumables & non consumables
- Liaise with suppliers to ensure all products arrive in good condition
- Ensure stock areas are kept pristine at all times.
- Ensure stock rotation systems are in place and monitor daily throughout the hotel.

This list is not exhaustive, and you may be required to do some other tasks not listed above.

Employee Name

Employee Signature

Date

