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**Job Description:**

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| **Post:** | **Assistant Food Stores Technician**  |
| **Salary Grade:** | Scale 2  |
| **Responsible to:** | Learning Manager – CHAT/H&B |

**Key Purpose:**

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|  | To assist the Senior Technician (Food Store and Kitchen Support) in the efficient running of the Store rooms and compilation of orders and issuing of stock (food and disposables) |

**Key Responsibilities and Accountabilities:**

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| **A** | Weighing and issuing of items for classes as requested by lecturing staff. Entering details on requisition sheets. |
| **B** | 1. Receiving goods and trolleys returned, storing excess goods and entering details on requisition sheets.
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| **C** | 1. Routine cleaning of stores, freezers and refrigerators, including defrosting, daily temperature checks, cleaning of trolleys, stores floors, returned utensils, etc.
 |
| **D** | 1. Deep clean at end of each term as above, and assisting Senior Technician (Food Store and Kitchen Support) with annual deep clean, including emptying and cleaning of all food containers.
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| **E** | 1. Stacking shelves in stores and ensuring strict rotation of goods, disposing of any date expired items as necessary.
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| **F** | 1. Storing deliveries from suppliers and checking goods received notes.
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| **G** | 1. Assisting in management of stores control processes, including H&S, COSHH, HACCAP.
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| **H** | 1. Selling of surplus food and ensuring prompt payment of monies received to cashiers.
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| **I** | Assisting the Senior Technician (Food Stores and Kitchen Support) with end of term stocktaking and annual stocktaking |
| **J** | 1. In the absence of the Senior Technician (Food Stores and Kitchen Support) generally fulfilling the Senior Technician (Food Stores and Kitchen Support) role & liaising with the Kitchen Technician Supervisor.
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| **K** | 1. Any other duties as may reasonably be required by your Head of Department that is commensurate with the grade of the post.
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**Cross-College Responsibilities and Accountabilities:**

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| **1** | Participate in Performance Management and professional development activities as required |
| **2** | Value and promote diversity and equal opportunities |
| **3** | Work within health and safety guidelines and be aware of your responsibilities for health and safety |
| **4** | Fully support and adhere to the College approved strategies, policies and procedures |
| **5** | Be responsible for safeguarding and promotion of the welfare of children, young people and vulnerable adults |
| **6** | Responsible for Student Success Rates, Retention and Achievement |
| **7** | Support the College’s quality initiatives, promoting the values of the College and ensuring that outputs meet quality standards |
| **8** | Provide the best possible service to customers (both internal and external) in line with College standards |

To operate the above function in accordance with Health and Safety legislation and good practice, particularly the Food Safety (General Food Hygiene) Regulations 1995 and the Food Safety Act 1990.

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification Assistant Storekeeper**

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| --- | --- | --- | --- | --- |
|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** | **How assessed** |
| i | Level 2 hygiene qualification |  | Y | A |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)**  |  Y |  | A |
| iii | Knowledge and understanding of basic food production techniques. Qualified to NVQ Level 2 minimum | Y |  | A |
| iv | Recognition of ingredients- raw and cooked. | Y |  | A/I |
|  | **SKILLS & ATTRIBUTES** |  |  |  |
| v | Good standard of written and spoken communication skills | Y |  | A/I |
| vi | Good standard of numeracy skills | Y |  | I |
| vii | Patience and diplomacy, to be able to work as an individual & as part of a successful team. | Y |  | I |
| viii | Ability to understand and analyse food orders to prepare correct ingredients for craft catering lessons. | Y |  | A/I |

Key to assessment methods:

A = Application

I = Interview