

<b>Job Description 6</b>			
<b>Title</b> <b>Assistant Storekeeper</b>	<b>Department:</b> County Enterprise Foods Meals At Home Adult Social Care, Health & Public Protection	<b>Post Ref</b>	
<b>Job Purpose</b> To assist in the receipt of goods, issue of food products and despatch of chilled and frozen ready meals at the Worksop Production Unit.			
<b>Key Responsibilities</b> <ol style="list-style-type: none"> <li>1. Receiving and checking of all incoming deliveries. This involves detailed checking of procedures and associated records.</li> <li>2. Storing food products directed and with full regard to hygiene practices and procedures.</li> <li>3. Ensuring specified products are ready for production procedures.</li> <li>4. Providing products from stock in specified quantities (according to standard recipes) as directed.</li> <li>5. Cleaning of all storage and associated areas/equipment to ensure that the highest standards of hygiene are maintained.</li> <li>6. Completing appropriate records as required to maintain efficient stock control.</li> <li>7. Boxing up of finished goods as required (this will involve working in cold conditions)</li> <li>8. Undertake small deliveries as required.</li> <li>9. To carry out all duties and responsibilities with a can do attitude</li> </ol>		<b>Key Accountabilities</b> <ol style="list-style-type: none"> <li>10. For the accuracy of work undertaken.</li> <li>11. To ensure that correct processes are being followed and to alert the appropriate manager to ensure compliance.</li> <li>12. Work efficiently and effectively to support operational services.</li> </ol>	
<b>The post holder will perform any duty or task that is appropriate for the role described</b>			

<b>Person Specification</b>	
<b>Education and Knowledge</b> <ol style="list-style-type: none"> <li>13. Full clean driving license</li> <li>14. Literacy &amp; Numeracy skills sufficient for weighing up recipe ingredients.</li> </ol>	<b>Personal skills and general competencies</b> <ol style="list-style-type: none"> <li>15. Puts into practice the Council's commitment to excellent customer care and the ability to set an example for other staff.</li> <li>16. Works efficiently, and effectively and actively looks for</li> </ol>

14. Food Hygiene certificate or appropriate experience.	improvements and outcomes for customers.
<p><b>Experience</b></p> <p>19. Experience of working as part of a team.  20. Experience of working in a food environment.  21. Health &amp; Safety</p>	<p>17. Works well with colleagues but is also capable of working on their own initiative.  18. Shares the Council's commitment to providing a safe environment for customers &amp; staff and treating all with respect and consideration.</p>
<p><b>Role Dimensions</b></p> <p>22. The post has responsibility for the accurate measuring of food products.  23. The post has no responsibility for staff.  24. The post has no responsibility for cash handling.</p> <p style="text-align: right;"><i>Please attach a structure chart</i></p>	

21.5.15