


<b>Job Description 6</b>			 Nottinghamshire County Council
<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.
<b>Experience</b>  19. Experience of working as part of a team. 20. Experience of working in a food environment. 21. Health & Safety	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 & staff and treating all with respect and consideration.
<b>Role Dimensions</b> 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.	
<i>Please attach a structure chart</i>	

21.5.15