

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

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

14. Food Hygiene certificate or appropriate experience.	improvements and outcomes for customers.
<p>Experience</p> <p>19. Experience of working as part of a team. 20. Experience of working in a food environment. 21. Health & 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 & staff and treating all with respect and consideration.</p>
<p>Role Dimensions</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