



Direct Tel: 0161 876 2086
Email: recruitment@thelowry.com



PRIVATE & CONFIDENTIAL

Dear Sir/Madam,

APPOINTMENT OF STORES CONTROLLER

Thank you for your interest in the above post. Please find enclosed the job description and personal specification for Stores Controller.

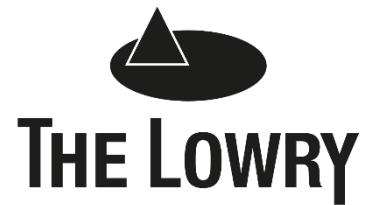
To apply for this position, please complete the application form. Under the Additional Information section please describe how you will apply your knowledge, experience, skills and qualities to fulfil the main duties and responsibilities of the post within a high profile visual and performing arts facility.

The application deadline for this position is Monday 18 September 2017 at 10:00am. Please email this to recruitment@thelowry.com or post to Human Resources, The Lowry, Pier 8, Salford Quays, M50 3AZ.

Thank you again for your interest in The Lowry.

Yours faithfully,

Kay Sutton
Human Resources Advisor



JOB DETAILS

Post Title : Stores Controller

Department : Hospitality

Reports to : Hospitality Support Manager

JOB PURPOSE

To maintain all cellars and store rooms to a high standard whilst using an effective cellar management system. To take ownership on monthly stock takes in line with company procedures and to ensure that all stock, both food and drink is stored hygienically and securely at all times.

MAIN DUTIES AND RESPONSIBILITIES

- Ensure the correct storage, handling of stock including stock rotation and the recording of waste.
- To assist in external stock audits where required
- To take ownership of monthly internal stocktakes
- Ensure the correct storage, handling of stock including stock rotation and the recording of waste.
- Handle deliveries and movement of stock ensuring the correct receipt and storage following recommended administration procedures.
- Adhere to cleaning schedules as directed by the Hospitality Support Manager.
- Removal/exchange of catering waste bins from all service/basement areas.
- Maintain the required standards of cleanliness of the bin store in relation to catering waste.

- Regularly deep clean the all cellars, storage areas and assigned corridors and bin areas , complete weekly line cleaning and be involved in the maintenance of catering areas as directed by the Hospitality Support Manager.
- Ensure that all cellar equipment is used correctly and properly maintained with any defects immediately reported.
- Assist in the movement of catering equipment and furniture around the building as directed.
- Comply with company operational standards and procedures, including The Lowry's Food Safety Management System
- Ensure health and safety regulations are upheld by promoting good housekeeping and safe working practice whilst ensuring the completion and monitoring of all legal documentation.
- Report any health and safety hazards with regard to working practices, defective equipment or physical working environment.
- Promote and comply with legislation and The Lowry's policies on equal opportunities and health and safety both in the delivery of services and the treatment of others.
- Identify and undertake training and development as required in order to meet personal and business needs.
- Undertake any other reasonable duties, commensurate with the level of the post so as to ensure the smooth running of The Lowry.

REVIEW ARRANGEMENTS

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. This information may be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.

CRITERIA	ESSENTIAL	DESIRABLE
SKILLS/ABILITIES	<p>Basic computer skills</p> <p>Good communication and interpersonal skills</p> <p>Ability to work under direction</p> <p>Ability to work in a team or under own initiative</p>	<p>Understanding of EPOS till system</p>
KNOWLEDGE	<p>An understanding of personal and collective responsibility with regards to health, safety, hygiene and licensing regulations/ procedures</p> <p>Awareness of Health and Safety regulations</p> <p>An understanding of Food Safety Management Systems</p>	<p>Understanding of Health and Safety procedures such as undertaking risk assessments and developing safe systems of work</p>
QUALIFICATIONS, TRAINING AND EDUCATION	<p>Level 2 Food Safety</p> <p>Cellar management training</p>	<p>Manual handling training</p> <p>COSHH</p>
EXPERIENCE	<p>Experience of stock handling</p> <p>Experience of stock taking</p> <p>Experience of using software to manage stock and the stocktaking of such</p> <p>Experience of cellar management in a high volume establishment</p>	<p>Experience of working in a catering environment.</p>

OTHER REQUIREMENTS	A flexible and adaptable approach to fulfilling the duties of the post A high standard of cleanliness	

Revised April 2015 by Hospitality Manager