

<b>Organisation:</b>	Luminate Education Group
<b>Primary Organisation Supported</b> <i>(only use this field for LEG service member of staff)</i>	Leeds City College
<b>Core Job Role:</b>	
<b>Job Title:</b>	Stores Assistant
<b>Reports to:</b>	Food & Services Catering Manager
<b>Grade</b>	RLW
<b>Date of compilation:</b>	June 2022

### ROLE SUMMARY:

To work within a small team distributing food items and stock between campuses. Take deliveries of stock and correctly and safely store away/distribute. Complete administrative tasks involving stock orders & receipting goods.

### SPECIFIC ROLE RESPONSIBILITIES:

- Receive deliveries of stock items, ensuring that deliveries are checked to ensure that items arrive undamaged and then safely stored away.
- Transport food items and stock between the campuses when needed.
- Complete admin tasks, including the ordering and receipting of goods.
- To maintain the highest levels of cleanliness within the stores area.
- Ensure food safety by completing due diligence paperwork.
- Be prepared to transport items between campuses using the company vehicle.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults.

## **GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:**

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

### **Few rules & clear boundaries**

*The ability to be creative, within areas of focus.*

### **Ownership & performance**

*Using our robust business planning model to allow areas to have clear ownership over their vision and remit.*

### **Energy & enjoyment**

*Fostering an environment that enables our people and learners to be brave, interact and have fun.*

### **Creative & reflective**

*Always hungry to learn and looking ahead to see what is on the horizon.*

### **Passion & ambition**

*Encouraging all to think aspirationally, inspiring others to do the same.*

### **Collaborative & responsive**

*Proactively seeking opportunities to create synergies and positive outcomes for all.*

## Person Specification

<b>Job Title:</b>	Stores Assistant
<b>Department</b>	<b>Retail Operations</b>

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

<b>Qualifications and Attainments</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
D	<b>Q1.</b> English and Mathematics at level 2 or above	A / C
D	<b>Q4.</b> Full driving licence	A / C
<b>Experience and Knowledge</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	<b>EK1.</b> Relevant up to date knowledge of catering and hospitality	I
E	<b>EK2.</b> Experience of working in a fast-paced environment	A / I
E	<b>EK3.</b> Ability to follow food hygiene systems and monitor due diligence records	I
E	<b>EK4.</b> Ability to use own initiative and create opportunities for upselling products	A / I

E	<b>EK5.</b> Ability to communicate effectively with team members and customers	A / I
<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	<b>SC1. Professional and Technical Knowledge</b> Has full command and use of relevant professional / technical knowledge and job-related knowledge and skills.	I
E	<b>SC2. Interpersonal and Communication skills.</b> Relates effectively to others, both one to one and in teams, able to manage a team	I
E	<b>SC3. Customer service skills</b> Able to effectively and positively deal with customers and increase sales through effective retailing.	I
E	<b>SC4. Critical Thinking</b> Ability to make sense of complex issues, identify and solve problems and to think on one's feet.	I
E	<b>SC5. Self-management and learning</b> Ability to maintain appropriately directed energy and stamina, to exercise self-control and to learn new behaviours	I
E	<b>SC6. Enduring Resilience</b> Continually exuding optimism and a 'can do' attitude	I
<b>Behavioural, Values and Ethos</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I

E	B5. Commitment to restorative practice approaches	I
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