



## JOB DESCRIPTION

JOB TITLE:	Inventory Assistant
REPORTING TO:	Executive Chef
WHAT WE DO:	At the Athenaeum Hotel, it is our purpose to (re)create a magical haven in a frenetic world. Our values are Creative, Ambitious, Respectful, and Ethical. Every employee across the business helped to create our values, and they are at the heart of everything we do.
JOB PURPOSE:	The Inventory Assistant is responsible for ensuring a smooth back of house operation and managing deliveries and inventory. The core responsibilities of the role include: <ul style="list-style-type: none"><li>• ensure proper controls are applied during the receiving process of all goods entering through the loading bay, including food, beverage, linen and general guest supplies</li><li>• support with the movement of all stock around the building including food, beverage, linen and general guest supplies to allow the team to deliver magical guest service and the highest standard of food production</li><li>• ensure the proper controls are applied to the receipt and issue of all stock items</li><li>• ensuring all kitchen areas are tidy, maintained and secured – including all storerooms, cupboards and food and beverage store and fridge areas</li><li>• assisting with ordering of food items as directed by the Executive Chef</li></ul>

## ACCOUNTABILITIES

### Deliveries:

- Receive and signs for all cellar, food and goods deliveries daily. Contact suppliers on the same day if there is a discrepancy in the quantity of the delivery (shortages), and inform the Head Housekeeper, F&B Manager, Head Chef, Purchasing Controller, Assistant Financial Controller accordingly
- Contact suppliers on the same day and request copies of delivery notes if not available with the delivery
- Secure all deliveries in the appropriate area
- Ensure all goods received are of the required quality and quantity
- Ensure goods are delivered internally to the relevant department, with manual handling being important

### Day to day operations

- Support with the movement and placement of all back of house stock around the building including linen, food, beverage and general guest supplies
- Support with the correct putting away and storage of all food items, ensuring stock rotation principles and food hygiene practices are observed
- Issue stock supplies daily to all departments as per their requisitions, ensuring that quantities issued correspond with requisition. Ensure all issues are signed for by department supervisor/manager and issuer



- Maintain standards and consistency in food storage and delivery as directed
- Check temperatures of food storage areas in accordance with health & safety procedures
- Assist with the ordering of food items as directed by the Executive Chef
- Communicate with supplier regarding orders, deliveries, substitute products, and any other administrative tasks as required
- File invoices on the finance systems according to procedure, and maintain and update all invoicing requirements
- Assist with Hotel procurement and purchasing procedures

#### Store areas:

- Be aware of items, ingredients and allergens and have an understanding of where each item is stored safely.
- Maintain all cellar, and kitchen fridges and storerooms in such a manner as to comply with Health & Safety and Food Hygiene Regulations (and stock rotation) – all areas should be secured, organised, kept clean, tidy and locked at all times when unattended where appropriate (i.e. the cellar).
- Assist with hotel stocktakes (predominantly food and beverage) in a timely and effective manner ensuring accuracy at all times, investigate and explain discrepancies.

#### Other

- Adhere to health, safety and food standards and report any issues as they occur.
- Work within all company policies with specific reference to the Health and Safety at Work Act, the Food Hygiene Regulations and Weights and Measures legislation
- Be flexible with in your role to help in different departments and around the Hotel as and when required
- Always be thinking about the Company Values with every interaction you have with a guest or a colleague
- Perform other reasonable duties as and when required to meet the needs of the business.



## PERSON SPECIFICATION

### Essential:

- Good organisation skills and time management skills
- Good verbal and written communication
- Good manual handling practices
- A flexible attitude
- Ability to follow specific instructions
- Work experience in a kitchen or food & beverage operation

### Desirable:

- Basic food hygiene
- Experience in multi-outlet operations
- Self-reliant, self-confident and a self-starter in achieving job tasks
- Team player, yet able to work alone, and outside normal office hours

I confirm I have received and understood this job description.

Name: .....

Signed: ..... Date: .....

The Post holder must be aware of their responsibilities with regard to the Company Equal opportunity and Health and Safety at Work Policies.

