JOB DESCRIPTION

Job title: Festival Driver

Reports to: Business Support Coordinator

Department: Business Support

Direct Reports: N/A

Date: February 2019

JOB PURPOSE & GENERAL INFORMATION

The Festival Driver will be responsible for transporting and storing all deliveries between our Festival venues, ensuring that all stock transported correlates to orders placed, ensuring all stock is stored quickly and appropriately and that correct data is kept to ensure daily/weekly line checks for Health & Safety are completed.

The postholder will move stock internally across Students’ Association sites to ensure that stock is in the right place to meet demand. The post holder will be required to undertake quality checks to ensure that the product reaches the team members & customers in the highest possible quality.

To maintain store & delivery areas to a high standard in line with Health, Safety and hygiene regulations.

To move and delivery of stock and coordinate/record catering, bars & retail stock movement.

To ensure compliance with all current and relevant legislation and licensing.

MAIN DUTIES AND RESPONSIBILITIES

Standards & Service

- To ensure all catering, retail and bars products reach the customers and team members at the highest of quality and standards across all Edinburgh University Students’ Association outlets and events.
- To ensure all catering products delivered meet the high standards of quality required by Students’ Association.
- To ensure the highest store standards of cleanliness are maintained in line with current health, safety and hygiene regulations.
- To ensure the strictest of security when dealing with stock.
- To manage and monitor access to stores throughout the festival to ensure security while maintaining quick access.
- To provide an exceptional stores service to the Service Team.
- To work with the Bars, Retail and Catering Staff to ensure accurate, secure and consistent recording of deliveries of fresh and frozen produce and for storage.
- To ensure the standard of information produced for the Business Support Coordinator and the Business Support and Controls team is consistent and accurate.
**Stock Ordering and Management**
- To ensure that all stock movement match orders placed and is distributed around Students’ Association stores and kitchens accordingly.
- To maintain a high standard of storage and movement of stock. Also ensuring the rotation of stock to prevent financial loss and poor quality products.
- To assist the Business Support Coordinator, Catering Manager, Retail Manager and Bars Services Manager in ensuring that appropriate stock line checks are carried out in line with the Business Support Coordinator requirements.
- To assist the Business Support Team and Head Chef in ensuring internal stock takes are carried out at the end of the festival.
- To ensure that invoices and delivery notes are checked and returned to the Business Support Team.

**Business Development & Efficiency**
- To work closely with the Business Support Coordinator, Head Chef, and Department Managers ensuring any stock issues are reported.
- To work with the Business Support Coordinator, Head Chef and Department Managers to ensure the outlets run at maximum profitability by reducing the amount of stock wasted through over-ordering, damage and poor security.

**Supporting the Business Support Coordinator**
- To take responsibility for stock movement throughout the festival.
- To liaise with external companies with regards to deliveries.
- Any other appropriate duties as deemed necessary by the Business Support Coordinator.

**KEY RELATIONSHIPS**
- Business Support Coordinator
- Business Support & Controls Team
- Head Chef
- Catering Manager
- Retail Manager
- Bars Manager
**OTHER:**

- The Students’ Association’s overall vision is that ‘all students at Edinburgh should have the power to shape their own future and enjoy a vibrant and cohesive student community where everyone is valued and respected’. Our staff have an essential part to play in achieving this vision. Every staff member at the Students’ Association, wherever they work, has the same responsibility.

- A commitment to the delivery of the Students’ Association’s Strategic Plan through the implementation of departmental plan activities

- A positive and respectful attitude to all Students’ Association staff, its management, the organisation as a whole, and its members, clients and partners

- To ensure that every student, staff member or visitor using any of our services has the best possible experience of that service and of the Students’ Association as an organisation.

- Adhere to and support Students’ Association’s Ethical, Environmental and Health and Safety policies and procedures

- A commitment to training and development of self and others

- Any other appropriate duties as reasonably required by your line manager, Departmental manager or Senior Management
# Person Specification

**Job title:** Festival Driver  
**Date:** February 2019

**Person Summary:**
An enthusiastic, confident and competent individual with demonstrable experience of performing a stock movement role and looking after a vehicle.

A person with very high standards, with a passion for detail and the ability to maintain delivery at a consistently high standard.

## Essential:

### Knowledge and Experience:
- Full Clean UK Driving Licence
- Experience of driving and stock movement
- Experience of looking after a vehicle and monitoring its use.
- An understanding of security issues relating to storage and how to minimise risks of theft, wastage or loss.
- A good knowledge of Health & Safety and Food Safety.
- Working knowledge of retail, catering and bars products and of food production.
- Experience of working on own initiative.
- Experience of working within strict time frames and to deadlines.
- The ability to move heavy loads including the lifting in and out of a transit style vehicle

### Personal skills and attributes:
- Excellent attention to detail and a pride in maintaining accurate records.
- Excellent communication and interpersonal skills.
- Strong organisational skills and the ability to prioritise.
- The ability to demonstrate a positive, helpful and welcoming attitude to members, other staff and customers and the ability to build and maintain good working relationships with fellow staff.
- High personal standards of performance and pride in your work and high expectations of your team and organisation.
- A willingness to learn new skills as required and undertake appropriate training.
- Flexibility in terms of hours worked/shift patterns and the ability to work in the evenings and/or weekends.
- Smart and clean personal appearance.
- Enthusiasm, imagination and ambition.
- The ability to maintain a mature and calm disposition at all times.
- The ability to maintain a good sense of humour.

### Other:
- A very positive attitude towards Edinburgh University Students’ Association and a strong desire to work for the organisation and to help to support future developments to reach consistent standards of excellence for the whole organisation.
• A strong commitment to delivering a genuinely world leading student experience for our student members as well as for our customers.
• A strong commitment to the values of the organisation and a desire to make a positive contribution to those values.

DESI RABLE:

Knowledge and Experience
• A good working knowledge of an EPOS system (preferably, but not limited to, Symphony or Zonal) would be considered an asset.
• Experience of moving temperature controlled food products.
• Food Hygiene Certificate.

Shared Values:
Our core values are the most important way in which we define who we are. They guide our strategy, inform our everyday decisions and influence our behaviour, both as an organisation and as individuals representing the Students’ Association.
• Students first
• Home from Home
• A place for all
• Power to change

Shared Competencies:
• Communicating effectively
• Customer Focus
• Delivering results
• Initiative & Creativity
• Knowledge & Skills Development
• Teamworking

For each of the above competencies, our competency framework describes the specific behaviors you need to demonstrate in this role. Within the competency structure, this is a Level 2 position.