Job Description

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<th>Job title:</th>
<th>Festival Stock Team Leader</th>
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<td>Responsible to:</td>
<td>Bars Stock Coordinator</td>
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<td>Department:</td>
<td>Bars</td>
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<td>Date:</td>
<td>February 2019</td>
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Job Purpose and general information:

To assist the Bars Stock Coordinator to transport and maintain stock across all Students’ Association Festival Bars outlets. Working with Bars Stock Coordinator and Shift Managers to ensure the smooth running of all outlets during the festival.

To lead the stock teams within the Students’ Association outlet and coordinate the stock team activities in the Students’ Association outlet, liaising with the Bars Stock Coordinator and Stock Team Leaders in other buildings.

To be responsible for all stock movement around and between Students’ Associations’ Bars outlets, using the Students’ Association van as required and ensuring all relevant health and safety procedures are adhered to.

Stock Team Leader will focus on the reporting of all incoming/outgoing stock for all bars, the security of all stock, upholding strict stock control procedures and being responsible for cleanliness/hygiene and safety of all cellar areas/equipment in line with health and safety regulations.

The post holder will be responsible for ensuring that all stock received correlates to orders placed and delivery documents, and that correct data is kept to ensure stock security. This will also form a basis for stock audits, internal and external.

The post holder will undertake stock rotation and quality checks to ensure that the product reaches the customer & members in the highest possible quality. Stock will also be delivered internally across the bars to ensure that stock is in the right place to meet demand.

Stock areas will be maintained to a high standard in line with Health and Safety and hygiene regulations. Part of the responsibilities of a Stock Team Leader will be to ensure that all PPE equipment is up to standard, present in all required stock areas and cellars and is used when required.
**Main duties and responsibilities:**

**Staff Supervision and Support**

- To directly lead teams in Students’ Associations’ outlets working with the Bars Stock Controller and Stock Team Members as delegated by Bars Stock Coordinator.
- To coordinate Stock Team Members, liaising with the house and bars managers across the site, ensuring sufficient staffing is available for all daily activities.
- To ensure Stock Team Members provide an exceptional standard of service in the outlet and practice excellent team work to maintain and deliver high standards within direct and entire team.
- To maintain a positive, friendly working environment.

**Standards & Service**

**Cellars and Stock Management**

- To ensure all products reach the outlet at the highest of quality and standards.
- To ensure all bars products delivered meet the high standards of quality required by the Students’ Association. This would also include the maintaining of specialist cask beers which require correct storage and care.
- To ensure the highest cellar and store standards of cleanliness are maintained in line with current health, safety and hygiene regulations as well as internal Students’ Association audits.
- To ensure standards of gas storage/usage are maintained in line with gas safety guidelines.
- To ensure the strictest of security when dealing with Students’ Association bar stock and cellars.
- To ensure security or maintenance issues are reported.
- To ensure that all bars related equipment including beer/soft drink dispensing apparatus are well maintained and regularly cleaned.
- To manage and monitor access to cellars and stores throughout the festival to ensure security.
- To provide an exceptional cellar and stock service to the Bars Team.
- To help ensure that all stock received match orders placed and delivery paperwork, and is distributed to outlets in accordance with demand.
- 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 with internal stock and line checks of Students’ Association outlets.

**Business Development & Efficiency**

- To ensure that invoices and delivery notes are checked and returned to the Business Support Team by the agreed deadline each day.
- To work with the Business Support team to ensure the outlets run at maximum profitability by reducing the amount of stock wasted.
Supporting Bars Stock Coordinator, Business Support Team & Students’ Association

- To ensure the conditions of our premises license are strictly adhered to at all times.
- To take responsibility for stock movement, this will include the arrangement of the stock movement with drivers and the liaising with BSC, BSM and departmental shift managers on stock required.
- Any other appropriate duties as deemed necessary by the Bars Stock Coordinator.

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 manger or Senior Management

KEY RELATIONSHIPS

Bars Stock Coordinator
Business Support Team
Bars Team Leaders
Bars Shift Managers
House Shift Managers
House Team Leaders
Bars Manager
Independent Suppliers
Person Specification

Stock Team Leader

An enthusiastic, confident and competent individual with demonstrable experience of managing cellars and stock control.

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

Essential:

Specific:

- Experience of stock movement.
- An understanding of security issues relating to cellar storage and how to minimise risks of theft, wastage or loss.
- Knowledge of all products sold in bars outlets and how to deliver them to the highest standard.
- A physical ability to move heavy stock into and around a cellar and an understanding of how to do this safely.

Other:

- Experience in leading teams in a high pressure environment.
- Strong 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 other staff and customers and the ability to build and maintain good working relationships with fellow staff.
- The ability to maintain a mature and calm disposition at all times.
- 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.
- Smart and clean personal appearance.
- Enthusiasm, imagination and ambition.
- Flexibility in terms of hours worked/shift patterns and the ability to work in the evenings and weekends.

Desirable:

- Experience of running multiple cellars and stock control systems to a high standard.
- Personal Alcohol Licence.
- Full UK Drivers Licence
- Basic Food Hygiene Certificate.
- Experience of working in a student bar environment.
Stock Team Leader

JOB DESCRIPTION & PERSON SPECIFICATION

- A good knowledge of Health & Safety and Food Safety.
- A good working knowledge of Health and Safety issues relating to public bar spaces, back of house areas and licensing laws.
- A good understanding and experience of EPOS systems in bars and a working knowledge of how to use EPOS systems as a stock control tool.
- Experience of stock control, ideally in a bars environment.
- Experience of working in bars/catering outlets and stock areas.
- Experience in cellar maintenance.
- Experience of dealing with external suppliers.
- Experience of checking deliveries against orders.

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
- Leading & Developing Teams
- 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.