### Job Description

<table>
<thead>
<tr>
<th>Job title:</th>
<th>Stock Team Member</th>
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<tr>
<td>Responsible to:</td>
<td>Stock Co-ordinator</td>
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<td></td>
<td>Stock Team Leaders</td>
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<tr>
<td></td>
<td>Bars Shift Managers</td>
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<tr>
<td>Department:</td>
<td>Bars</td>
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<tr>
<td>Date:</td>
<td>January 2019</td>
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### Job Purpose and general information:

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

To assist with stock movement around and between Students’ Associations’ Bar outlets, using the Students’ Association van as required and ensuring all relevant health and safety procedures are adhered to.

The post holder will undertake stock rotation to ensure that the product reaches the customer 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 Member will be to ensure that all PPE is used when required.

### MAIN DUTIES AND RESPONSIBILITIES:

#### Standards & Service - Cellars and Stock Areas

- To ensure all bar products reach the outlets at the highest of quality and standards.
- To maintain the highest cellar and store standards of cleanliness in line with current health & safety and hygiene regulations.
- 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 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.
Stock Team Member

JOB DESCRIPTION & PERSON SPECIFICATION

Stock Management

- To ensure that all stock is distributed around the all Students’ Association buildings accordingly.
- To ensure all stock movement is appropriately recorded on relevant transfer sheets.
- 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.

Business Development & Efficiency

- To ensure any stock issues are reported
- To work with the Business Support team and Bar Shift Manager to ensure the outlets run at maximum profitability by reducing the amount of stock wasted through damage and poor security.

Supporting Bars Stock Coordinator & 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 the Bars Stock Coordinator, Senior Stock Team Leader and Bar Shift Managers on stock required.
- Any other appropriate duties as deemed necessary by the Bars Stock Coordinator, Stock Team Leader.

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

KEY RELATIONSHIPS

Bars Stock Coordinator
Stock Team Leader
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<tr>
<th>Stock Team Member</th>
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<tr>
<td>JOB DESCRIPTION &amp; PERSON SPECIFICATION</td>
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<tr>
<th>Bars Team Leaders</th>
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<tr>
<td>Bars Shift Managers</td>
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<tr>
<td>Deputy Bars Managers</td>
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<tr>
<td>Bars Manager</td>
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<tr>
<td>Bar Stock Controller</td>
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<tr>
<td>House Team</td>
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<td>Catering Team</td>
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Edinburgh University Students’ Association is a charity (SC015800) and a company limited by guarantee (SC429897) registered in Scotland. Registered Office: Potterrow, 5/2 Bristo Square, Edinburgh, EH8 9AL
**Person Specification**

**Stock Team Member**

An enthusiastic, friendly and competent individual who has high expectations of themselves and others, with a passion for excellence and the ability to perform physically demanding tasks.

**Essential:**

**General:**
- A strong commitment to the values of the organisation and a desire to make a positive contribution to those values.
- Excellent communication and interpersonal skills.
- Strong organisational skills and the ability to prioritise.
- The ability to demonstrate a positive, helpful and welcoming attitude to customers.
- The ability to build and maintain good working relationships with fellow staff and members/customers.
- The ability to maintain a mature and calm disposition.
- High personal standards of performance and pride in your work.
- A willingness to learn new skills as required and undertake appropriate training.
- A willingness to go the extra mile to ensure the job is done to the highest possible standard.

**Specific:**
- Demonstrable experience in a customer-focused bar role and/or qualifications relating to the food and beverage industry.
- The ability to demonstrate and engender a positive, helpful and welcoming attitude to members and customers.
- A genuine interest in working in the bars service industry and the ability to enhance the customer experience through delivering excellent service.
- An understanding of and good working knowledge of the Licensing Scotland Act 2005.
- High personal standards of performance and pride in your work and the ability to be self-motivated and to use own initiative.

**Other:**
- The ability to build and maintain good working relationships with fellow staff and members/customers.
- Reliability and honesty.
- A well-presented appearance.
- Good sense of humour and an understanding of how to be happy at work.
- Flexibility in terms of hours worked/shift patterns in all Students’ Association bars units

**Desirable:**
- Valid UK Drivers Licence
- A good working knowledge of Health and Safety issues relating to bar outlets.
Stock Team Member
JOB DESCRIPTION & PERSON SPECIFICATION

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 1 position.