**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Storeman</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Commercial Services</td>
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<tr>
<td>Job type</td>
<td>Professional Services</td>
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<tr>
<td>Grade:</td>
<td>RHUL</td>
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<tr>
<td>Accountable to:</td>
<td>Head Chef, Sous Chef, Chef de Partie</td>
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<tr>
<td>Accountable for:</td>
<td>All Storage Areas</td>
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**Purpose of the Post**

Responsible for the acceptance and storage of food and related non-food for the University. Ensuring that hygiene regulations in all storage areas are strictly adhered to and that there are safe systems of work at all times in line with statutory requirements.

**Key Tasks**

**Role Specifics**

- To work in the kitchen carrying out preparation and cooking of food in line with the menus set and ensure that the taste and presentation of all food delivers a wow factor to customers.
- To take responsibility for quality of food produced on shift.
- To work effectively without supervision and supervise Apprentices / Trainee Chefs and kitchen Porters when necessary.

**Day to Day Supervision**

- Deliveries from suppliers must be checked for the quantity, quality, and correct temperature. Ensuring delivery is correct as per the order sheets and the invoice.

**Operational**

- Ensure all storage areas are clean every day and that all goods are stored correctly.
- Ensure foods (Raw & Cooked) are labelled and dated in accordance with College policies and procedures and legal regulations.
- Check refrigerator / freezer temperatures in the morning, afternoon and evening daily and logged.
- Ensure foods (Raw & Cooked) are labelled and dated in accordance with College policies and procedures and legal regulations.
- Issue Dry / chilled / frozen goods to the kitchen and other departments as requested.
- Ensure security of stock items at all times and apply Effective stock rotation is in operation to minimize wastage.
**Financial**
- To ensure appropriate stocks of food are maintained, controlled, secured and that stock takes are carried out in line with college procedures.
- Raise discrepancies about shortages with suppliers asking for either replacement or credit note
- Record all incoming invoices daily. Inform the Head Chef of any shortages discovered on deliveries

**Legislative/Compliance**
- To comply with all H&S legislation and procedures including but not limited to College HACCP systems and COSHH regulations.
- To ensure all work and store areas and equipment under your control are clean, tidy and comply with food safety, health and hygiene.
- To be responsible for your own Health and Safety and for those around you, demonstrating safe manual handling techniques at all times.
- To treat everyone fairly, working according to the principles of equal opportunity as outlined the Employee Handbook.

**Customer Focus**
- To maintain positive and enthusiastic communication with customers, colleagues and managers within yours and other units.
- To understand your colleague’s roles and responsibilities and co-operate with them with customer focus at the core of your actions.
- To promptly report any complaints to the Head Chef / Manager.
- That accurate control and recording systems are maintained as per established operational standards and procedures

**Administration**
- To place food orders for area of responsibility as directed by the Head Chef.
- To ensure accurate completion of Cleaning Schedules, Temperature Records and Kitchen Control Sheet as required. All administration will be completed either manually or using a computer.

**Demands of the Role**

Ensure compliance with college policies and procedures:
- To be aware of College and Departmental Values and Objectives and support their achievement.
- To familiarize yourself with all college policies and procedures and to ensure they are being adhered to on a daily basis.
- To ensure that the correct financial procedures are followed as laid down by college finance.

Ensure the requirements of the Staff College Handbook are fulfilled at all times:
- To promote a smart and professional image of the College at all times especially when in front of customers including wearing the uniform issued to you and maintaining a high standard of personal hygiene.
- To be willing to work in excess of usual working hours when the balance of the company’s work or allocated responsibilities requires this. We do not expect excessive working hours, rather we require flexibility when there is a clear benefit to the Organisation.
- To continuously seek to improve performance by learning and developing new skills and keeping up to date with latest developments in the sector.
- To be physically fit and healthy to be able to perform in this post.
- Ensure that staff meetings are attended on a regular basis

### Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

### Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:

Front of house Manager and staff  
Conference Team  
Commercial Services Maintenance Team  
Health and Safety Team  
Student Union Representatives