

## Stock Room Assistant

### The Role

The Stock Room Assistant is a vital role at Macknade Fine Foods, acting as a key link between the stores and the shop. This role is vital in ensuring that stock is efficiently date rotated and distributed on the shop floor to maximise our customers buying experience.

Together with the stock room lead and the purchasing team, they will take responsibility for the operation, presentation and efficiency of our stores.

This role also has the important responsibility of working closely with the stock room lead, carrying out that role in their absence and crossing over when necessary. The stock team will form a robust stock control point for all incoming inventory and will maintain an efficient procedure for the receipt, rotation, storage and distribution of produce on to the shopfloor.

The post holder, together with the rest of the team, will be responsible for the growth and future success of the business, taking ownership for their performance, and take enjoyment from their crucial role.

### Principle duties include but are not limited to

#### Replenishment

- Starting the day by carrying out the pick lists will enable us to get as much stock as possible on to the shop floor prior to opening and working with shop floor teams to continue this throughout the day.
- Stock & date rotation management – to ensure we maximise sell through prior to implementing the reduction process

#### Store presentation and organisation

- Together with the stock room lead to be responsible for the safe, efficient and practical organisation of the stores.

#### Labelling and pricing

- Have the attention to detail enough to make sure that all our produce is correctly labelled and priced, replacing tickets where necessary and ensuring tickets match the products.

#### Stores administration

- Support the stock room leaders role in their absence by taking responsibility for the administration of all stores areas and ensuring that stock is accurately recorded coming in and any discrepancies are properly investigated.

#### Merchandising

- Assisting with the setup, display and presentation of any key merchandising tables through the shop, ensuring they are kept stocked up and tidy.

#### Stock taking

- Work closely as a key member of the purchasing and stores team, in a vital role in the organisation and delivery of periodic stock takes, whether they be rolling, monthly or quarterly.

#### **Other Responsibilities**

- To attend internal/external training and development sessions relevant to the role
- To be responsible for your own personal health and safety as well as anybody else who may be affected by your acts or omissions
- To maintain good and clear communication, especially between shop floor and purchasing team
- To undertake such other duties that may be determined from time to time within the general scope of the post

#### **Key skills**

- Efficient, organised and tidy
- Team oriented, proactive and flexible
- An ability to work quickly and accurately
- Good concentration with an eye for detail
- Honest, discreet and trustworthy
- "Can do" attitude

### **General Requirements**

In addition to the above, there are some general requirements that apply to all roles within the company

- Participation in staff meetings as required
- Participation in personal development and review schemes
- Participation in any relevant quality assurance systems
- All duties must be carried out to comply with Health and safety requirements

### **Hours of Work**

Hours are based on a 4 day week 7am to 4pm suiting our current business needs however flexibility is essential. Weekend work may be required as is the ability to cover departmental colleagues annual leave.