

**DELAWARE NORTH UK
POSITION PROFILE**

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| Position Title: Porter, Commissary | | | Job Code: S105 | |
| UK Known As: Logistics Porter | | | | |
| Status: Guaranteed Hours | | Grade: S1 | Direct Reports: No | |

PURPOSE

- Supporting the physical aspect of stock management across all the operations within the venue.
- To ensure that all activities are completed to the highest standard within the required time frame.
- Work under the direction of the venue management team to ensure that areas, stock, equipment and furniture are always maintained to a high state of readiness.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Working as part of a team to receive deliveries and distribute catering goods throughout the venue to the various catering kiosks, kitchens and storerooms.
- Assist with receiving deliveries and the checking of goods against delivery notes, ensuring that all products are received and that they are in the required condition.
- Following appropriate level of training, ensures compliance with accepted standards for the receipt and storage of frozen, chilled and ambient goods.
- Preparing internal stock transfers for onward distribution throughout the venue.
- Be familiar with the products sold within the stadium so that the correct items arrive in the right locations.
- Assist with monthly stock takes.
- Helps to organise the storerooms so that they are clean and tidy at all times.
- Highlight to your team leader any issues within your area which may affect the quality of goods.
- To maintain a high standard of personal presentation at all times adhering to Delaware North uniform standards including the use of personal protective equipment such as safety shoes.
- Adhere to the Delaware North Manual Handling policy, ensuring safe systems of working at all times.
- Adhere with all Delaware North and statutory regulations pertaining to Health & Safety, Food Hygiene Standards, Licensing requirements, COSHH and Fire Safety.
- To protect the reputation of Delaware North with both internal and external clients.
- Adhere to and endorse all client / site regulations at all times.
- Undertake any other reasonable tasks as requested.

PERFORMANCE MEASURES

- Successful delivery to all areas within the venues operations.

JOB CONTRIBUTION & PROFESSIONAL COMPETENCIES

Functional Knowledge

- Develops skills to perform basic activities in own job.

Business Expertise

- Understands how the assigned duties integrate with others in the team.

Leadership

- Has no supervisory responsibilities.

Problem Solving

- Uses existing procedures to solve routine problems; has limited discretion.

Impact

- Impacts the accuracy and quality of own work; receives close supervision; duties are clearly defined
Guided by local business needs and established practices.

Interpersonal Skills

- Requires basic communication skills and common courtesy.

DESIRED EXPERIENCE & REQUIRED FUNCTIONAL EXPERTISE

Education Requirement:

Essential Experience:

- Excellent communication skills.
- Highly competent and confident with extensive and prolonged manual handling duties.
- Flexible approach to working hours.
- Previous stock control and warehouse experience.
- Self-motivated and self-sufficient who enjoys working in a high achieving environment.

Desirable Experience:

- Forklift license
- Other relevant mechanical equipment licenses
- Level 2/3 manual handling

WORKING CONDITIONS

Your normal place of work is location based.

You will have a home location, but you may be asked to work across the business in line with business needs.

All aspects of Government advice regarding safe working environments will be adhered to, including:

- COVID-19 risk assessment completed.
- Cleaning, handwashing and hygiene procedures adopted.
- Comprehensive working from home policies.
- social distancing measures adopted.
- Transmission risk measures adopted.