

# HENLEY

## FESTIVAL

### Job Description

<b>Job Title:</b>	<b>Stock Team Member</b>
<b>Reporting to:</b>	<b>Stock Manager</b>
<b>Location:</b>	<b>Henley Festival, Henley Bridge Henley Upon Thames</b>
<b>When :</b>	<b>Monday 8th July 2024 to Tuesday 16<sup>th</sup> July 2024</b>

**General Purpose of the Job:** To provide first class service distributing stock to the various bars and restaurants throughout the Festival site.

### KEY RESPONSIBILITIES

To demonstrate commitment by being an active member of the Back of House Stock Team, distributing stock throughout the Festival site.

To support the Retail Team to work effectively by ensuring they always have access to stock in the right location and chilled to the correct temperature.

To be friendly, professional and efficient at all times, when dealing with other team members and customers

To arrive on time and to be well groomed and in uniform before commencing duties

To distribute stock and ancillary equipment and consumables in accordance with our procedures

To report any equipment/machinery faults or problems to line-manager as soon as possible

To act as a 'Buddy/Mentor' to assist with other staff

To at all times adhere to safe working practices and actively support both our Health and Safety Policy and our Equal Opportunities Policy

To undertake any other reasonable duties as requested by Senior Management

This Job Description is not an exhaustive list of duties, but acts as a guideline for the post-holder.

**PLEASE NOTE : This is a demanding and challenging physical job requiring a good level of fitness and stamina.**

I understand and agree to the above responsibilities

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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## Person Specification

### Job Title: Stock Team Member

#### **Qualifications**

Good Standard of Education

#### **Minimum Age Requirement**

Must be Over 20 for this role or Over 19 if a returning team member from 2023

#### **Characteristics**

Committed to details

Team orientated

Proactive

#### **Work Experience & Skills**

Excellent communication skills, both written and verbal

Good Level of English

#### **Knowledge**

Has experience in retail or Customer Services useful.

#### **Health/Physical**

Well groomed and of smart (or appropriate) appearance

Stamina and good level of fitness are required this demanding and challenging physical work

PLEASE NOTE : TO COMPLY WITH HEALTH & SAFETY PROVISIONS, STOCK TEAM MEMBERS WILL BE REQUIRED TO PROVIDE THEIR OWN STEEL TOE CAPPED SAFETY SHOES.

## Personal Availability

To be able to work shifts during the following hours at Henley Festival

Monday 8 <sup>th</sup> July 2024	12.00hrs to 24.00hrs
Tuesday 9 <sup>th</sup> July 2024	08.00hrs to 21.00hrs
Wednesday 10 <sup>th</sup> July 2024	08.00hrs to 01.00hrs
Thursday 11 <sup>th</sup> July 2024	08.00hrs to 01.00hrs
Friday 12 <sup>th</sup> July 2024	08.00hrs to 01.30hrs
Saturday 13 <sup>th</sup> July 2024	08.00hrs to 02.30hrs
Sunday 14 <sup>th</sup> July 2024	08.00hrs to 02.30hrs
Monday 15 <sup>th</sup> July 2024	08.00hrs to 20.00hrs
Tuesday 16 <sup>th</sup> July 2024	08.00hrs to 20.00hrs