

HENLEY FESTIVAL

Job Description

Job Title:	Stock Team Member
Reporting to:	Stock Manager
Location:	Henley Festival, Henley Bridge Henley Upon Thames
When :	Monday 4th July 2022 to Tuesday 12th July 2022

General Purpose of the Job: To provide first class service making our customers feel valued as individuals and maximise all sales opportunities.

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: _____

HENLEY FESTIVAL

Person Specification

Job Title: Stock Team Member

Qualifications

Good Standard of Education

Minimum Age Requirement

Must be Over 18 for this role

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

Personal Availability

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

Monday 4 th July 2022	08.00hrs to 21.00hrs
Tuesday 5 th July 2022	08.00hrs to 21.00hrs
Wednesday 6 th July 2022	08.00hrs to 01.00hrs
Thursday 7 th July 2022	08.00hrs to 01.00hrs
Friday 8 th July 2022	08.00hrs to 01.30hrs

Saturday 9 th July 2022	08.00hrs to 02.30hrs
Sunday 10 th July 2022	08.00hrs to 02.30hrs
Monday 11 th July 2022	08.00hrs to 20.00hrs
Tuesday 12 th July 2022	08.00hrs to 20.00hrs