

## JOB DESCRIPTION

**Post:** Stock Controller

**Responsible To:** Shop floor and Stores Manager

**Summary of post:** To be responsible for the development of Stock Control and delivery of all Goods in functions at the Faversham Site

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### **Duties and Responsibilities:**

1. To be responsible for successful receipt and processing of all goods received at the Faversham site.
2. To be responsible for stock integrity at the Faversham Site, including all activity relating to rolling counts, stocktake and zero & low procedure. Adjust stock levels accordingly when stock issues arise.
3. To be responsible for the warehouse operation, the efficient flow and storage of products, the cleaning and organisation of all store's spaces at the Faversham site.
4. To work in collaboration with the retail teams to enable efficient replenishment and handling of stock.
5. To provide an energetic approach to the physical act in breaking down deliveries and storing goods appropriately.
6. To ensure the Macknade vision, ethos and values are at the heart of the customer experience at every touchpoint.
7. To participate in the staff support and development scheme and to undertake training based on individual and operational needs.
8. To comply with legislative requirements, company policies and guidelines in respect to health & safety and data protection ensuring a 5\* hygiene rating is achieved
9. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
10. To undertake any other duties as reasonably requested.

## PERSON SPECIFICATION

### Post: Stock Controller

<b>Skills and ability</b>
Previous experience of controlling the stock within a dynamic, fast paced business
Ability to deliver outstanding customer service at every touchpoint
Highly effective organisational skills with the ability to successfully develop and work within a positive and inclusive culture.
A clear passion to build on the Macknade reputation for offering high quality, value for money and an outstanding experience.
Ability to work accurately under pressure in a fast-paced environment
A passion for the knowledge of high-quality food and drink
High quality communication skills