

PERSON SPECIFICATION

POST TITLE: Stores Supervisor (CPU)

DIVISION/UNIT: Facilities Services

JOB SPECIFIC COMPETENCIES

	Essential	Desirable	Evidence/Method of Assessment
Experience	<ol style="list-style-type: none"> 1. Knowledge of stock storage/stock control. 2. Knowledge of store administration. 3. Knowledge of planning multi drop delivery routes. 	<ol style="list-style-type: none"> 1. Experience of achievement of financial targets. 2. Experience of working in stores in a catering environment. 	Application Form References Interview
Skills/Abilities	<ol style="list-style-type: none"> 1. Ability to plan and organise workload to meet operational objectives. 2. Ability to promote and manage change. 3. Ability to identify training needs. 4. Effective oral and written communication skills. 5. Ability to work successfully as part of a team and to establish effective working relationships. 6. Ability to successfully motivate and develop employees. 7. Experience in the use of Microsoft Office. 		Application Form References Interview
Education & Qualifications	<ol style="list-style-type: none"> 1. Elementary Food Hygiene Certificate. 	<ol style="list-style-type: none"> 1. Intermediate Food Hygiene Certificate. 2. IOSH Certificate or equivalent. 	Application Form Interview
Personal Qualities	<ol style="list-style-type: none"> 1. Ability to cope with the demands of the post and attend on a regular basis. 2. Ability to work on own initiative. 		Interview References

	<ol style="list-style-type: none"> 3. Motivated, confident and enthusiastic individual. 4. Ability to be flexible and adaptable. 5. Resilient. 		
Additional Job-Related Requirements	<ol style="list-style-type: none"> 1. Category C Driving Licence or equivalent entitlement to drive in Great Britain. 		Application Form Post Interview Check