

ROLE PROFILE

Yard and Stores Team Member	
Reporting to:	Assistant Maintenance Manager
Role purpose:	
Receive, unpack, store and issue stock to engineers and company team members	
Responsibilities	
<ul style="list-style-type: none"> • Role model the company values and behaviours at all times: Hospitality, Passion, Trustworthiness, Excellence, Stewardship, Kindness • Maintain strict inventory of goods in and out of the main warehouse and yard • Use hand scanner to book out stock job cards and departmental codes • Liaise with purchasing manager on stock levels and turnover • Regular stocktaking • Operate fork lift to load and unload goods • Carry out housekeeping of main stores and warehouse • Make sure main stores and yard are secure at all times, ensuring doors and gates are locked when not in use • Meet and greet visitors and direct to office 	

<p>Progression in role:</p> <p>Entry</p> <ul style="list-style-type: none"> • Good spoken and written English • Personable with positive attitude • Attention to detail • Reliable • Has clean driving licence • Forklift truck licence • Physically capable of manual work • Experience in similar role • IT literate: Excel and MS Word • Can work flexible hours 	<p>Training for role</p> <p>Company orientation and induction General health and safety Fire safety Moving and handling GDPR COSHH Risk assessments Working at height</p>
<p>Competent – three months</p> <ul style="list-style-type: none"> • Works independently • Tight stock control • Accurate recordkeeping • Maintains equipment i.e. forklift, in correct way • Follows health and safety regulations meticulously • Stores and yard are tidy and safe at all times • Good relationships with colleagues 	<p>Diversity and Inclusion</p>

<p>Advancing</p> <ul style="list-style-type: none"> • Offers to help other outside job guidelines • Willingness to take on, and learn, new skills 	
<p>Excellence</p> <ul style="list-style-type: none"> • Suggests ideas for service improvements • Record of going above and beyond the job requirements, without taking risks 	
<p>Key measures</p> <p>Owner survey Holidaymaker survey: accommodation/ service/ holiday overall/ NPS Complaint ratio Manager feedback</p>	