Magdalene College, (pronounced “Maudlin”) is one of the Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Magdalene is a small and friendly College situated on the bank of the River Cam in the heart of Cambridge. Complementing the main College site is Cripps Court, a new facility comprising of student accommodation and conference facilities situated on Chesterton Road.

Although we are rightly proud of our history, we are a thoroughly modern and forward-looking College. We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. However there is also a thriving extracurricular life in the College and the Tutors pride themselves on the high level of pastoral care offered to junior members. There are about 500 junior members of whom approx 320 are undergraduates and 180 are postgraduates. There are 40 Fellows, headed by the Master, who make up the Governing Body of the College, a number of Research Fellows as well as Emeritus and Honorary Fellows.

On the non-academic side, there are approximately 116 employees in all, split between the various departments of the College, including Porters, Housekeeping, Maintenance, Gardens, Conference, Catering and Buttery, IT, Libraries, Development, College Office, and Tutorial and Admissions.

Further details of the College are available on: the College’s Website: http://www.magd.cam.ac.uk

The Role
The College seeks to appoint a Stores Person to work as part of the Catering Department and be responsible for the day-to-day running of the kitchen food stores.
RESPONSIBLE TO: Head Chef/ Sous Chefs

PURPOSE: To be responsible for managing all food stocks that come in from our reputable suppliers. Ensure that stock levels are maintained according to the business. Keep on top of inventory, spending, as well as keeping records of where the inventory and stock are going.

LATERAL RELATIONS: Bar, Buttery, Fellowship, Conference Office, Maintenance, College Porters, Housekeeping Team, Computer Office, Bursary and all other Departments within the College

EXTERNAL RELATIONS: Customers, nominated suppliers and representatives of companies on our supplier list, outside contractors from within the department or from other College Departments

MAIN DUTIES AND RESPONSIBILITIES

1) Planning and Organizing Stock and Inventory
   Be responsible for keeping track of what is stored in stock and inventory on a day to day basis by the business. The Stores Person must monitor current stock levels and decide if there is enough or if more should be ordered. The postholder will also be responsible for organising fridges, freezers and dry stores ensuring stock rotation is adhered to, i.e., first in first out, as well as checking goods are in date and of quality.

2) Controlling Costs and Spending
   Keep control of how much is spent on inventory by keeping a record of daily expenditure. Along with this, the Stores Person is responsible for monitoring where the inventory is going and how much the Catering Department is spending. Each supplier has its own method of recording these details, but usually a delivery note or invoice will be presented with each delivery, which the goods must be signed for and checked. A monthly stock take needs to be put in the College drive for accounts with up to date prices.

   The Stores Person must obtain credit notes when required and liaise with the supplier over any issues regarding prices, missing items or quality issues as well as reporting them on the college procurement website.

3) Accepting Deliveries and Shipping Goods
   Be responsible for accepting all deliveries of stock. This includes ensuring that they are not damaged, and that everything ordered is present and accounted for. The
The postholder will also be responsible for organising the dispatching of finished goods and products. He/she has to ensure that the product is suitably packaged, and that the delivery service used is suitable for any time constraints that may apply to the situation. All foods will need to be temperature monitored using an electronic system to ensure foods are at the correct temperature before accepting the delivery.

Cleaning and sanitation of delivery bay after deliveries and before shift is finished will be required.

4) Safety and Security
Maintain the safety and security of the stock by ensuring that there are adequate security systems in place and be responsible for guards and alarm systems. It is not only theft that the Stores Person has to guard against; he or she must also enforce health and safety rules, especially those that pertain to preventing fire and food safety. Training staff on proper practice within the storeroom and what should be done in the event of an emergency will therefore also be required.

5) General Duties
• Assist with stock checks.
• Prepare function sheets.
• Keep stores, fridges and freezers rotated and clean and tidy.
• File invoices and delivery notes for Accounts each week.
• Answer telephone, deal with any enquiries and place orders.
• Liaise with all College Departments when required.
• Report any problems/feedback from clients and/or staff.
• Any other reasonable duties to ensure the smooth running of the Catering Department and to give a professional service at all times

This list is not exhaustive. Any other reasonable request that is related to the above duties may be made by a member of the College senior management.

Person Specification
The following criteria are appropriate to this post:

Knowledge and experience:
• Qualifications: Level 2 hygiene (desirable)
• Manual Handling
• Ability to keep detailed and accurate records

Personal skills and abilities:
• Able to lift heavy packages
• Good organisational skills
• Good communication skills
• Able to enjoy practical and manual work
• Able to work well as a team member and assist other staff when required.

Salary and Conditions

• Hours of Work:
  Basic hours are 25 hours per week. Generally the working days will be Monday – Friday However this position may require occasional hours to be worked outside of these parameters including evenings and weekends

• Remuneration:
  £15,400 (£22,000 fte) per annum + non-contractual Conference Bonus and overtime, when applicable. When 40 hours per week are exceeded overtime will be paid at a rate of time and a half. A free lunch is available when on duty (non-contractual).

• Uniform:
  It is expected that the Stores Person will be smartly dressed at all times and wear a white overall supplied by the College and safety shoes.

• Holidays:
  25 days per annum + 8 Bank Holidays

• There will be a six month probationary period.

• The post-holder may, subject to meeting the enrolment criteria, be eligible to join the College’s auto enrolment pension scheme at the relevant time, with the option for enhanced employee and employer contributions following successful completion of the probationary period.

• Car parking may be available.