

# HENLEY

## FESTIVAL

### Job Description

<b>Job Title:</b>	<b>Stock Team Member</b>
<b>Reporting to:</b>	<b>Stock Manager</b>
<b>Location:</b>	<b>Henley Festival, Henley Bridge Henley Upon Thames</b>
<b>When :</b>	<b>Thursday 8<sup>th</sup> July 2021 to Saturday 10<sup>th</sup> July 2021 And/or Wednesday 15<sup>th</sup> September 2021 to Sunday 19<sup>th</sup> September, 2021</b>

**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: \_\_\_\_\_

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### 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 the following hours at Henley Festival

##### “Pop Up” Festival

Thursday 8<sup>th</sup> July 2021 15:00hrs to 00:00hrs

Friday 9<sup>th</sup> July 2021 17:00hrs to 00:00hrs

Saturday 10<sup>th</sup> July 2021 17:00hrs to 00:00hrs

**And/or**

**Main Festival**

Wednesday 15 <sup>th</sup> September 2021	15:00hrs to 00:30hrs
Thursday 16 <sup>th</sup> September 2021	17:00hrs to 00:30hrs
Friday 17 <sup>th</sup> September 2021	17:00hrs to 01:30hrs
Saturday 18 <sup>th</sup> September 2021	17:00hrs to 02:30hrs
Sunday 19 <sup>th</sup> September 2021	17:00hrs to 00:30hrs