

Job title: Operations Associate - Inventory Controller, Dishpatch

### Core information

<b>Location:</b> Please select ▾ North Greenwich	<b>Lines of business or shared capability area:</b> Waitrose
<b>Reports to:</b> Planning & Procurement Lead, Dishpatch	
<b>People Management:</b> No ▾	
<b>Assignment Management:</b> No ▾	
<b>Partnership Level:</b> Partnership level 9 ▾	<b>Manager's Partnership level:</b> Partnership level 6 ▾
<b>Number of direct reports:</b> 0	<b>Partnership level(s) of direct reports:</b> None ▾

### About the John Lewis Partnership

The Partnership is the UK's largest employee-owned business and home to our two well-loved retail brands – John Lewis and Waitrose, as well as expanding into new areas beyond retail.

We aren't an ordinary business, though. The Partnership is different because everyone who works here isn't just an employee. We are Partners, with a shared responsibility for our success, and we share the rewards when we're successful.

Everything we do is powered by our unique Purpose: **Working in Partnership for a happier world.** Our Purpose inspires our principles, drives our decisions and acts as our guide, so that everything we do contributes to Happier People, Happier Business and a Happier World.

### Critical purpose of the role

You will be responsible for managing the transfer of finished products to the appropriate chilled, frozen, or ambient storage locations

You will be responsible for management of our inventory processes for production, ensuring adequate stock and accurate stock takes at all times

You will be responsible for Inspecting all incoming goods, verifying quantities, quality, temperatures, and supporting documentation

You will be responsible for ensuring correct product labelling is applied and printed in line with food safety and traceability requirements.

### Primary Outcomes & Accountabilities

Accountable for production inventory ensuring stock levels are accurate.

### Measures of success

- Ingredient inventory value vs budget
- Stock inventory accuracy

<p>Support the production chefs with managing ingredients in fridges and freezers</p> <p>Accountable for managing all storage spaces</p> <p>Supports the management of Dishpatch's HACCP and related Food Management systems</p> <p>Developing clearer communications with CPU's</p>	<ul style="list-style-type: none"> <li>● Stakeholder feedback</li> <li>● Business Goals</li> </ul>
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<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>● Attention to detail - Able to perform at a high level of accuracy</li> <li>● Action Orientated - Able to move decisively, identifying and prioritising urgent next steps</li> <li>● Problem Solving - Able to tackle complex problems in a methodical and logical manner</li> </ul>
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<p><b>Qualifications &amp; Experience (where applicable)</b></p>
<p>Essential</p> <ul style="list-style-type: none"> <li>● Strong experience of inventory management principles and stock control</li> <li>● Strong experience in warehouse operations environment</li> <li>● Strong understanding of the principles of Food Safety</li> <li>● Strong numerical and analytic skills</li> </ul>
<p>Desirable</p> <ul style="list-style-type: none"> <li>● Experience working in a production kitchen environment</li> <li>● Experience in WMS preferably Apicbase</li> </ul>

Version	Created/updated by	Date