

## Food and Beverage Delivery Assistant – Telford International Centre

We are seeking a Delivery Assistant to join our Food and Beverage team at Telford International Centre. Working for this impressive national events venue, you will ensure deliveries are correct, controlled and recorded, and advise on stock holdings for planned events.

This is a permanent, 30 hour per week position, rising to 40 hours on occasions. Working hours will generally be Monday to Friday, with some flexibility to meet business needs at the weekend when required.

### Key duties include:

- Working with the Food and Beverage teams to schedule and plan deliveries.
- Ensuring all stock items are stored correctly, securely and in line with food safety regulations.
- Checking and accepting deliveries and recording on the stock control system.
- Contacting suppliers where deliveries are not correct.
- Updating the stock control system where necessary.
- Awareness of upcoming stock requirements.
- Assisting with stock counts.
- Ensuring appropriate stock rotation is maintained.

### Skills/Experience Required

- Methodical, logical
- Excellent attention to detail
- Able to meet tight deadlines
- High level of numeracy
- Good communication, written and verbal
- Reliable
- Able to physically move heavy loads
- Food hygiene level 2, or willing to work towards
- Full driving license preferable
- Able to competently use accountancy and stock control software in addition to Microsoft packages such as Excel, Word, Outlook etc

### Benefits:

- Up to £11.44 per hour (30 hour per week contract)
- Free leisure club membership\*
- Reduced rates at thousands of hotels worldwide\*
- Ongoing training and development to suit your career choice
- Access to exclusive discounts with various retailers, travel companies, theme parks, cinemas and more.
- Free on site parking

- Free & confidential 24/7 employee support helpline to help you deal with whatever life throws at you  
(\*Subject to a qualifying period)

Southwater Event Group comprises of 3 hotels (Holiday Inn Telford-Ironbridge, International Hotel Telford, Ramada Telford-Ironbridge), The International Centre, Telford and StagecraftUK events production.

If you are not contacted within 3 weeks of submitting your application, you may assume you have not been selected for interview. Due to the volume of applications we receive, a letter of regret will not be sent to you.

For information on how applicant data is stored and processed, please see our Job Applicant Privacy notice which can be found on the careers page of our website: <http://www.southwatereventgroup.com/current-vacancies/>