



Stores Assistant

0.5 FTE

20 Hr per week, typically 07:30-11:30, 5 days between Monday and Friday, according to the operational needs of The School. On site.

Location

The School of Artisan Food, Lower Motor Yard, Welbeck, Nottinghamshire, S80 3LR.
Own transport essential.

Salary and benefits

£26,436 pro-rata (£13,218 at 0.5FTE).

Holiday entitlement: 33 days inclusive of bank holiday entitlement based on working 5 days a week. The Christmas Day, Boxing Day and New Year's Day bank holidays will be used towards the Christmas closure period for all employees. The School will gift additional days leave to employees for the period following Boxing Day up to and including New Years Eve (Christmas closure). Days will be allocated based on normal days worked.

Contributory company pension plan

Opportunities to access School of Artisan Food courses, additional professional development opportunities, and to gain certifications

The Welbeck Card – 9% staff cash discount plus 'savings points' at Welbeck Farm Shop, The Harley Gallery and The Portland Collection

Access to various discounts across the estate throughout the year, including School of Artisan Food Friends and Family Discounts, and discounts at Welbeck Holiday Cottages, Cuckney House, and Lady Margaret Hall bookings

Opportunity to join Westfield Health

Employee bike scheme

Monthly free drink at The Welbeck Abbey Brewery on the last Friday of every month for all employees. Family and pets welcome!

Role Description

Based on the Welbeck Estate in North Nottinghamshire, The School of Artisan Food is a unique food education provider, attracting students and customers from around the world to a wide range of food production courses. The School of Artisan Food is a registered charity and, as a not-for-profit institution, is committed to providing the widest possible access to its facilities.

The Stores Assistant supports the efficient operation of The School's stores, stock management and procurement functions. Working closely with the Procurement Officer, General Manager, Room Leads and wider colleagues, the postholder helps ensure ingredients, consumables, equipment and supplies are received, stored, organised and available to support the successful delivery of courses, events, higher education programmes and charitable activities.

The successful role holder will take pride in maintaining well-organised stores and back-of-house areas, ensuring stock is accurately recorded, appropriately rotated and readily available when required. The role combines practical stores management with administrative support and plays an important part in reducing waste, maintaining traceability and ensuring The School remains operationally ready.

The Stores Assistant will also develop sufficient understanding of procurement systems and procedures to support routine purchasing activity and provide additional resilience during periods of Procurement Officer absence.

Duties

- Receive, check and store deliveries, ensuring goods are accurate, appropriately labelled, safely stored and recorded in accordance with food safety and traceability requirements.
- Maintain high standards of organisation, cleanliness and operational readiness across stores, back-rooms, refrigerators, freezers and storage areas throughout The School.
- Monitor stock levels and undertake routine stock checks, stock takes and inventory updates across ingredients, consumables, cleaning materials, packaging, equipment, stationery, uniforms and other operational supplies.
- Maintain stock-control records and trackers, ensuring stock movements, low-stock alerts, expiry dates and replenishment requirements are accurately recorded and communicated.
- Support the organisation and management of specialist stock areas including flour stores, meat freezers, dry goods, butchery consumables, refrigeration areas, Best Food Forward stores and other operational storage locations.

- Assist Room Leads and colleagues by issuing ingredients, consumables, equipment and supplies as required, helping ensure training environments remain fully prepared for delivery.
- Maintain procurement records and documentation, including scanning, filing and storing delivery notes, invoices and associated paperwork in line with School procedures.
- Support the Procurement Officer with routine purchasing administration, supplier collections, supermarket and farm shop collections, stock reconciliations and ordering activity as required.
- Develop a working knowledge of procurement systems and procedures sufficient to support routine purchasing activity and provide operational resilience during periods of Procurement Officer absence.
- Contribute to the reduction of waste through effective stock rotation, stock control, inventory management and proactive communication regarding stock levels and expiry dates.
- Build positive working relationships across The School, supporting effective communication between procurement, technical, educational and administrative colleagues.
- Contribute, as a School of Artisan Food employee, to the day-to-day workings of The School as required.

Application Process

To apply for this position, please send a maximum 2-page CV, and a tailored, personal and succinct cover letter explaining how you meet the person specification to recruitment@welbeck.co.uk no later than 5pm on Thursday 8th October 2026; however, we reserve the right to close this vacancy early if we receive a high volume of applications ahead of the advertised deadline.

If you would like to discuss this post informally, please call Jenny Paxman, Chief Executive Officer, or Jonathon Gibbins on 01909 532171 or email jenny.paxman@schoolofartisanfood.org or jonathon.gibbins@schoolofartisanfood.org.

Person Specification

Qualifications and/or experience

	Example	Essential/ Desirable
Experience working in a stores, stock control, logistics, warehouse, food production, hospitality or similar operational environment	<i>E.g. receiving deliveries, organising stock, maintaining stores areas or supporting day-to-day operations.</i>	E

Experience handling food, ingredients, consumables or other stock items safely and accurately	<i>E.g. working within food production, hospitality, catering, retail or manufacturing settings.</i>	E
Experience maintaining stock records, inventories or stock-control systems	<i>E.g. stock takes, inventory tracking, stock rotation or replenishment monitoring.</i>	E
Experience undertaking administrative tasks and maintaining accurate records	<i>E.g. updating spreadsheets, filing documents, scanning paperwork or maintaining databases.</i>	E
Experience supporting purchasing, procurement or supplier administration activities	<i>E.g. placing routine orders, dealing with suppliers or supporting procurement processes.</i>	D
Experience operating within food safety, hygiene or traceability requirements	<i>E.g. stock labelling, allergen management, temperature control or stock rotation procedures.</i>	D
Experience working within an educational, hospitality, charitable or customer-focused organisation	<i>E.g. schools, colleges, training providers, visitor attractions, hospitality businesses or charities.</i>	D

Skills and behaviours

Criteria	Example	Essential/ Desirable
Strong organisational skills and attention to detail	<i>Maintaining accurate stock records, organised storage areas and clear systems for managing supplies.</i>	E
Ability to maintain safe, tidy and operationally ready stores and storage environments	<i>Monitoring stock levels, expiry dates, housekeeping standards and storage arrangements.</i>	E
Ability to work methodically and accurately	<i>Checking deliveries, recording stock movements and identifying discrepancies or issues promptly.</i>	E
Physical stamina and willingness to undertake the practical demands of the role	<i>Lifting and carrying deliveries, moving stock, loading and unloading supplies and spending prolonged periods on foot whilst maintaining high standards and attention to detail.</i>	E
Good IT and administrative skills	<i>Using Outlook, Excel, electronic filing systems, stock trackers and procurement records accurately.</i>	E

Ability to communicate effectively with colleagues, suppliers and visitors	<i>Building positive working relationships and ensuring information is shared clearly and promptly.</i>	E
Ability to plan ahead and prioritise workload effectively	<i>Monitoring future requirements, identifying replenishment needs and ensuring stock is available when required.</i>	E
Willingness/ ability to collect items from retail outlets to support procurement	<i>E.g. own transport and clean driving licence</i>	D