Job Vacancy Information Pack

Post: Stores Assistant

Job Reference: EX669 (please quote on application form)

This pack contains all the information you need to know when applying for a vacancy at Yorkshire Wildlife Park, included in the sections below:

1. Important Information
   - Useful information about the recruitment process, equal opportunities, company & departmental information.
2. How to apply
   - Accepted methods of application and how to submit.
3. Application form
   - Yorkshire Wildlife Park encourages green practices. Please reduce your ecological footprint by completing the form electronically and returning via email.
4. Job Description
   - A breakdown of the vacancy and what is expected from the successful applicant.
5. Job and Person Specification
   - A list of essential and desirable criteria for the post.

Important Information

The Organisation

Thank you for your interest in our advertised vacancy. Since its opening in 2009, Yorkshire Wildlife Park has evolved to become the UK's number 1 on-foot safari. We feature walkthrough exhibits that take the guest directly into the world of the animals. A dynamic centre for conservation and welfare, the park currently has around 475 animals across more than 60 different species. We aim to provide a quality, value for money experience that excites and inspires our guests.

Equal Opportunities

Yorkshire Wildlife Park is committed to equal opportunities in all aspects of recruitment and employment.

Job descriptions and person specifications define the qualification, experience and other skills required for the post and will only include those factors which are necessary and justifiable on objective criteria for the satisfactory performance of the job.

As part of our commitment to equal opportunities we are monitoring job applications for equality purposes. To help us in our endeavours we ask you to complete an equal opportunities monitoring form at the end of the job application form. The equal opportunities monitoring form will be detached from your application form, stored separately and used solely to provide statistics for monitoring purposes.

Yorkshire Wildlife Park's Mission Statement

To create a dynamic, interactive experience and regional centre of excellence for the conservation of biodiversity globally and locally that is sustainable both for the environment and the business. To promote a wider understanding of the natural world and inspire generations to support and protect the world around them.

Use of Curriculum Vitae (CVs)

Our policy is to recruit and employ our employees on the basis of their suitability for the vacancy.

An application form allows us to compare individuals based on the same criteria and as such we do not accept a CV unless it is accompanied by a fully completed application form.

Shortlisting

To ensure that the people we employ are matched to the role and our business aims, we operate a robust shortlisting procedure which involves a two-stage interview process. Candidates should ensure before they apply for a position with YWP, that as a minimum they meet the essential criteria outlined in the person specification and are available to attend interviews on the dates outlined on the job specification.

Due to the volume of applications we receive, it is our policy not to inform candidates who have not been shortlisted to interview stage. If you do not hear from us within one month of the closing date, we will have decided not to take your application any further.

Pre- employment Checks

All offers of employment are made subject to the following criteria:

Proof of eligibility to work in the UK and two satisfactory references.

How to Apply

All applicants are required to fully complete the YWP application form in order to be considered for any vacancy. You should refer to the person specification when completing Section 5 of the application form as this is the criteria we use to measure you against.

Complete application forms should be returned to the HR Department by midnight of the closing date specified. Late applications will not be accepted under any circumstance.

Yorkshire Wildlife Park promotes green practices, please support us in our endeavours by completing the application form electronically and returning via email.

A CV can be used as a supportive document to the application form but cannot be used to replace any part of the application form. Applicants who have used their CV to replace parts of the application form will have their application rejected.

Complete application forms should be returned to the HR Department via the below means:

Email: recruitment@yorkshirewildlifepark.com

Application Form

The YWP application form is available to download from the vacancies page of our website in pdf and word format.

Job Description

Job Title: Stores Assistant

Reporting to: Stores Supervisor/ Park Catering Operations Manager

Department: Catering

Primary Responsibilities

To assist with the receipt of deliveries, picking and delivery of requisitions to outlets. Assist with the general upkeep of storage areas including chillers, fridges and freezers. Ensure that stores administration is processed accurately and promptly.

Key Work Objectives

- Assist with the receipt of deliveries, checking quantities, conditions and temperatures and recording as appropriate.
- To reject and record any sub-standard deliveries as directed by the Stores Supervisor.
- Ensure that deliveries are stored promptly and appropriately.
- To assist as required with completing paperwork as required to be fully YWP Food Policy and legal compliant.
- Ensure that stock is recorded on a FIFO basis.
- Ensure that outlets are stocked as per requisition in a timely manner and that the requisitions are checked and signed in the absence of the Stores Supervisor.
- To control, store and reallocate, as required, any light/heavy equipment as directed by the Stores Supervisor.
- Support other teams as required
- Loading and unloading of any vehicles as required
- Keep all areas of Stores/Service Yard clean, tidy and safe
- To be the first point of contact for delivery drivers
- Ensure all company vehicles used are kept clean and well maintained

General

- Maintain the highest levels of professionalism, service and personal appearance
- To be responsible, along with other staff members, for compliance with health and safety regulations for staff and visitors.
- Undertake any other reasonable duties which may be requested of you by the management team.
- Comfortable working outside
- Complete any qualifications as required such as level 2 Food Hygiene or Forklift driving

Job Specification

Job Title:	Stores Assistant	
Reporting to:	Stores Supervisor/Park Catering Operations Manager	
Working Hours:	16 hours per week including weekends, bank holidays and evenings when required.	
Hourly Rate:	Age 16-17 years	£9.20
	Age 18-20 years	£10.05
	Age 21+ years	£12.25
Contract:	Permanent (subject to the successful completion of a probationary period)	
Purpose of role:	To assist with the receipt of deliveries, picking and delivery of requisitions to outlets	

Main Duties & Responsibilities:

- Assist in placing orders to ensure sufficient stock is onsite to match estimated footfall.
- Assist with the receipt of deliveries, checking quantities, conditions and temperatures and recording as appropriate.
- Ensure that deliveries are stored promptly and appropriately.
- Assist as required with the recording of data in accordance with YWP Food Safety policy
- Ensure that outlets are stocked as per requisition in a timely manner and that the requisitions are checked and signed in the absence of the Stores Supervisor
- Ensure Stores is kept clean and tidy at all times

Candidate:

- Enthusiastic and positive approach to work.
- Excellent communication and engagement skills.
- Ability to problem solve and adapt to change effectively.
- Willing and physically capable of completing manual handling tasks daily and for continued periods of time
- Must be flexible and able to work during our peak times which include weekends, bank holidays and school holidays.

Start Date: As soon as possible

Closing date for applications: Thursday 19 March 2026

Person Specification

JOB TITLE: Stores Assistant

Assessment Criteria	Essential (E) Desirable (D)
Experience	
Working as part of a team	E
Working in a fast-paced environment	E
Working with electronic stock control systems	D
Skills/ Abilities	
Demonstrated commitment and the drive to achieve	D
Demonstrated enthusiasm and “a can-do attitude”	E
Excellent communication and engagement skills	E
Ability to problem solve and adapt to change effectively	D
Willing and physically capable of completing manual handling tasks daily and for continued periods of time	E
Knowledge	
Stock rotation systems	D
Qualifications	
Level 1 Food Hygiene Award	D
Full UK driving licence	D