

LIVERPOOL EXPERIENCE CAMPUS

JOB DESCRIPTION & ROLE PROFILE

Operations and VM

Assistant Stores and Equipment Manager

REPORTS TO: Senior Operations and Guest Experience Manager

DIRECT REPORTS: N/A

JOB PURPOSE

The Operations & Venue Management Stores and Equipment Coordinator is responsible for the effective management, organisation, maintenance, and compliance of all Operations and Venue Management storage areas, equipment, and assets. The role supports the day-to-day upkeep of the venue by undertaking routine inspections, stock control, light maintenance and repairs, and ensuring operational readiness for events and tenancies. The post holder will play a key role in maintaining high standards across back-of-house areas and supporting the venue's asset management and upkeep programmes

MAIN DUTIES AND RESPONSIBILITIES

Store and Asset Management

- Manage and maintain all Operations and Venue Management storerooms and storage areas.
- Ensure all stores and back-of-house areas are organised, clean, safe, and compliant with fire safety regulations.
- Monitor and maintain accurate inventory records for all Operations and Venue Management equipment, furniture, and consumables.
- Carry out monthly stocktakes of all Operations and Venue Management kit, furniture, and equipment, updating stock control systems accordingly.
- Conduct regular audits of event-related consumables and stock usage to identify trends, shortages, and opportunities for cost savings.

Equipment Inspection and Maintenance

- Carry out routine inspections and basic preventative maintenance checks on cleaning equipment.

- Perform weekly safety inspections and audits of forklifts, MEWPs (Mobile Elevating Work Platforms), and associated equipment, ensuring records are maintained and defects are reported promptly.
- Responsible for carrying out monthly service checks on the three catering vans and undertaking pre-use and post-use handover inspections with the F and B teams, ensuring vehicle condition, cleanliness, safety, and compliance standards are maintained at all times.
- Coordinate repairs and servicing requirements with approved contractors and suppliers where necessary.
- Undertake light repairs to furniture and venue assets to maintain presentation and extend asset lifespan.

Compliance and Reporting

- Maintain accurate inspection, maintenance, stocktake, and audit records.
- Ensure compliance with health and safety policies, fire safety requirements, and operational procedures.
- Report defects, maintenance issues, and stock discrepancies through the appropriate channels.
- Support continuous improvement initiatives relating to asset management, storage efficiencies, and venue presentation standards.

Venue Maintenance and Upkeep

- Support the Facilities Management team by conducting pre-tenancy inspections of event spaces and identifying visible defects requiring rectification.
- Assist in ensuring event spaces are presented to the highest standard before occupation.
- Carry out post-event inspections and de-rig audits to ensure all furniture, equipment, and operational kit is returned to its designated storage location.
- Undertake ad hoc painting and cosmetic maintenance activities throughout the venue to maintain a high-quality appearance.

Operational Support

- Support Operations and Venue Management teams during the biannual venue upkeep programmes.
- Provide operational assistance for venue improvement projects and maintenance activities as required.
- Work collaboratively with Operations, Venue logistics, Cleaning and Waste, Facilities Management, and external contractors to ensure the venue remains safe, functional, and event-ready.

GENERAL

- To contribute to the success of our One Team culture to deliver our aims and objectives, maintaining a flexible and positive attitude.
- To role model Liverpool Experience Campus' values: One Big Team, Take The Initiative, All Welcome and Every Moment Matters - by demonstrating collaboration, proactive problem solving, inclusivity and a commitment to delivering exceptional experiences in every interaction.
- To embed these values into decision making and behaviours, contributing to an inclusive and high performing culture across the campus.
- To adhere to Liverpool Experience Campus' Health and Safety policies and procedures and to observe a duty of care to all visitors, staff and contractors to Liverpool Experience Campus
- To undertake any other duty commensurate with this post as determined by your manager.
- This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.
- It is inevitable over time that the emphasis of this job will change, therefore this information will be periodically reviewed, revised and updated involving the post holder.

ROLE PROFILE

ATTRIBUTES	DESCRIPTION	ESSENTIAL/ DESIRABLE	HOW MEASURED
TRAINING & QUALIFICATIONS	Licence for Forklift Manual handling certificate COSHH Awareness Banksman training PA1 and PA6 qualifications for weed spraying	Desirable Essential Essential Desirable	I A
EXPERIENCE	Demonstrable experience of sector and especially arena workings Demonstrable experience of waste management	Desirable Desirable	I A
SKILLS & KNOWLEDGE	Understanding of health and safety	Essential	I A
KEY ATTRIBUTES	Pragmatic Resilience Confidence	Desirable Essential Desirable	I A

Key for How Measured:

I - Interview

P - Presentation

A - Application

E - Exercise

T - Test

AC - Assessment Centre

CS - Case Study

Signed by Employee:

Date:

Signed by Line Manager

Date