



Silverstone Circuits Ltd
Job Description

Job Title	Logistics Assistant
Reporting To	Logistics Supervisor/Manager
Department	Catering

Job Purpose

Support the logistics team in helping to achieve all given tasks.

This is an integral role which works across all departments to ensure the success of Silverstone Circuit.

The logistics department is paramount in enabling us to become a nationally recognised, family focused and financially successful leisure destination with motor sport at its heart.

Key Responsibilities

- Assist the distribution of all F&B/kit/furniture around site; food/beverage/dispo/chemicals/coffee/kit/furniture - across site when required, ensuring this is done so in a safe and efficient manner, conducting good food safety practice as you go
- Ensure all jobs are signed off by your Supervisor daily
- Assist with 'Live' events
- Ensure all areas, front and back of house are keep clean and tidy, and to a high standard
- Assist with the annual furniture/kit counts
- Keep on top of all transfer sheets, liaising with your Supervisor
- Accepting and storing of deliveries

Silverstone Circuits Ltd

Jimmy Brown Centre, Silverstone Circuit, Northamptonshire, NN12 8TN, United Kingdom
+44 (0)844 3728 200 info@silverstone.co.uk www.silverstone.co.uk
Company No. 882843 VAT No. GB 170160935 Registered in England and Wales



- Setup and breakdown furniture from a variety of event styles instructed by logistics Supervisor & or Manager

Security

- Ensure all vehicles/buildings/containers are secured and locked at close of business
- Look after all keys/radios within the logistics department, operating a sign-in/out system
- Keep up to date with all asset lists and inventories, outlining any issues to the logistics Supervisor/Manager
- Keep on top of broken and missing kit, reporting back to the logistics Supervisor/Manager any relevant information
- Ensure that operational venues are cleared back promptly and vehicles are cleared of equipment and stock

PPE/Risk Assessments

- Always work within our Risk Assessments, safely and efficiently
- Ensure correct PPE is used at all times
- Regular vehicle checks and recording of information

Key Relationships

Wider Logistics Team, Venue Team, Events Team, External Clients

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Knowledge, Skills & Qualifications

Other skills that will need to be demonstrated include:

- Previous experience within a similar role
- Fluent in written & spoken English
- Strong communication skills
- Polite and empathetic
- Ability to work under pressure
- Pride and excellent attention to detail in your work
- Ability to be proactive and think ahead during busy periods
- Full clean UK driving licence
- A min of Level 2 Food Safety qualification
- Forklift certificate
- Manual Handling qualification
- A flexible approach to working hours, irregular hours, including weekends and some evenings.

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