



CHARTERHOUSE
LAGOS



CHARTERHOUSE
LAGOS

INVENTORY CONTROLLER



Inventory Controller

This is an exciting opportunity for a talented and hard-working individual with a desire to work in an environment that strives for excellence in all it does.

We are seeking a skilled and experienced Inventory Controller who will be responsible for overseeing and managing inventory levels within the Catering Department, while collaborating with relevant teams to ensure adequate stock availability and contribute to the effective control and optimization of catering supplies and materials.

Job Description

Position: Inventory Controller
Reporting to: Catering & Dining Service Manager
Department: Catering
Position Type: Full-Time

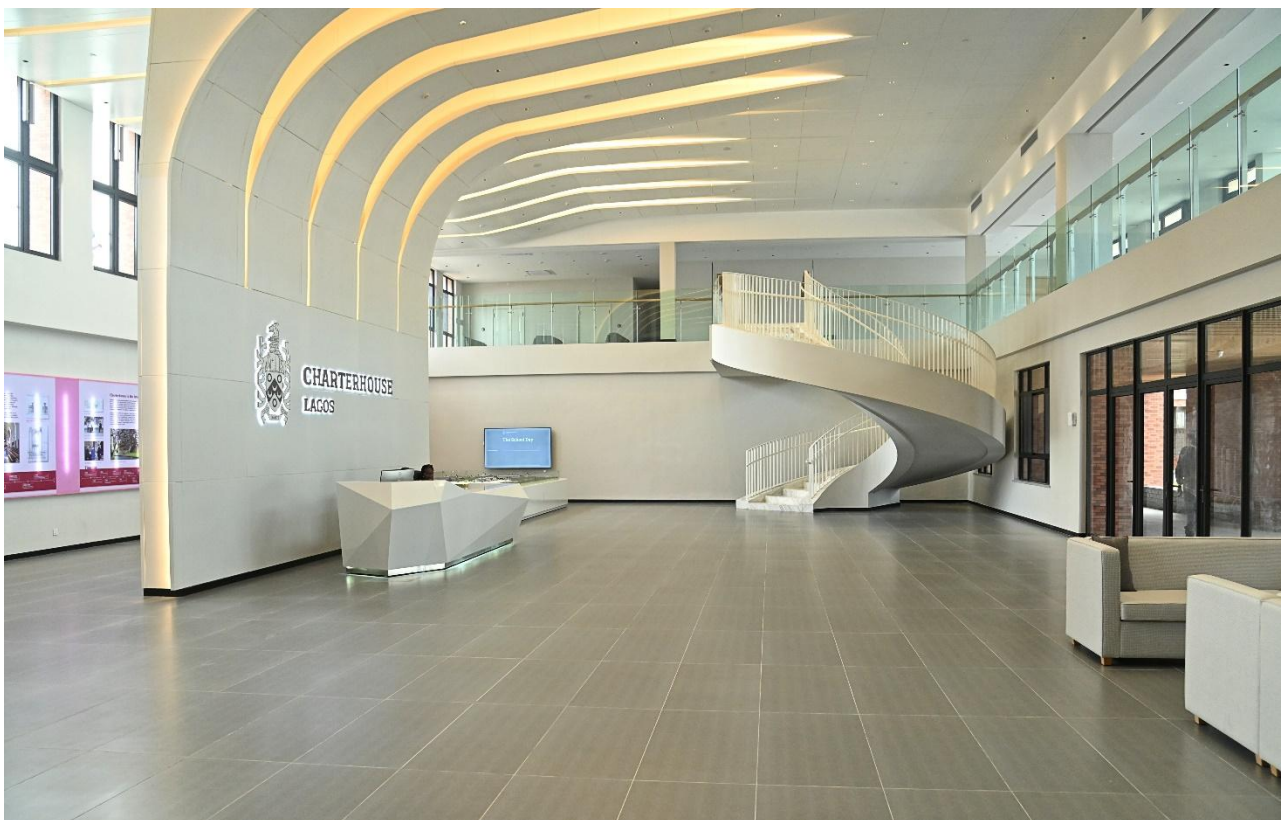
Role Overview: This role involves maintaining accurate records, coordinating stocks movements and ensuring efficient inventory control processes.

Charterhouse Lagos staff are committed to safeguarding and promoting the welfare of children and young people. They ensure a secure, stimulating, and well-managed learning environment that promotes a sense of safety, support and wellbeing.





Qualifications and Experience	Essential	Desirable
Bachelor's degree in Business Administration, Economics, Supply Chain Management or a related field.	Yes	
Minimum of 2 years' experience in storekeeping, inventory management or supply chain management.	Yes	
Experience within a school or boarding environment.		Yes
Relevant operational or hospitality experience.		Yes
Skills & Competencies		
Familiarity with inventory management software and systems.	Yes	
Understanding of food safety and hygiene requirements.	Yes	
Excellent communication, organizational and time management skills.	Yes	
Familiarity with education-specific accounting software.	Yes	
Strong attention to detail and accuracy.	Yes	
Ability to plan, prioritise, and respond to multiple requests while supporting the procurement process.	Yes	
Capacity to coordinate and guide downlines during necessary setups.	Yes	
Personal Attributes		
Integrity and trustworthiness in handling confidential information.	Yes	
Ability to work independently and as part of a team.	Yes	
Analytical and problem-solving skills.	Yes	
Ability to collaborate effectively with teachers, students, and other staff.	Yes	
Adaptability and willingness to take on new responsibilities.	Yes	
Commitment to upholding the values and ethos of Charterhouse Lagos.	Yes	
Ability to maintain a professional demeanour when dealing with staff.	Yes	





Key Responsibilities	
1	Inventory Management:
i	Maintain accurate and up-to-date records of food supplies, catering consumables, and kitchen inventory levels.
ii	Monitor stock movement and conduct regular stock counts to reconcile discrepancies within the catering stores and kitchen areas.
iii	Track inventory turnover, stock availability, expiry dates, and stock-out risks to support uninterrupted catering operations.
2	Order Processing:
i	Process and coordinate the receipt and distribution of catering supplies and deliveries.
ii	Generate and verify purchase requests/orders to replenish food stock, kitchen supplies, and catering consumables as required.
3	Collaborations:
i	Work closely with the procurement and catering teams to ensure timely and accurate delivery of food items and supplies.
ii	Support the effective delivery of catering and dining operations through efficient inventory coordination.
4	Quality Control:
i	Conduct regular quality and freshness checks on food items and catering supplies.
ii	Identify and report any damaged, expired, or missing stock, as well as discrepancies within inventory records.
iii	Support hygiene, safety, and operational standards within all catering storage and service areas.
5	Space Optimization:
i	Organise and optimise catering storage areas, refrigerators, freezers, and stock rooms to accommodate inventory efficiently.
ii	Implement and maintain effective inventory control and storage systems within the catering department.
6	Documentation:
i	Maintain detailed and accurate records of inventory transactions, stock movements, and deliveries.
ii	Maintain high standards of professionalism and organisation in all inventory documentation and reporting processes.
7	Teamwork and Communication:
i	Work collaboratively with colleagues across the catering department to support daily operational requirements.
ii	Communicate stock concerns, shortages, or supply issues promptly to the appropriate team members.



CHARTERHOUSE
LAGOS



Primary School Library



CHARTERHOUSE
LAGOS



Official signing of the Charterhouse Lagos Agreement at Charterhouse UK

About our School

We opened in September 2024, and we are setting a new standard in education provision in Nigeria and West Africa. With world-class facilities and a focus on excellence, we are creating students with a passion for learning, for excellence and for leadership.

The school community is self-contained and lies in Ajah on the Lekki Peninsula, Lagos. The secure compound offers the best educational facilities in Nigeria. 24-hour security ensures that our students and staff can take advantage of the amazing facilities. We expect our older students to board at the school.

Facilities include fully connected classrooms, science and STEM labs, music, art, drama and library spaces, an 800-seat professional standard theatre, a 25-metre competition pool, along with a learn to swim pool, an NBA standard indoor basketball stadium, outdoor and indoor football pitches, and a beautifully landscaped campus that offers relaxation as well as a connection to nature.



Primary School Stem Room

The school offers an international education for students aged 5 to 18 (Years 1 to 13) using the British curriculum and leading to the IGCSE and A level qualifications. These will allow our students to aspire to the very best universities worldwide.

Opening a new school is a huge challenge and adaptability will be key. We aim to create British style international school reflecting the heritage and culture of the great UK independent schools. We are seeking leaders who will

bravely tackle challenges and challenge expectations; we want individuals who will set aspirational targets for students and staff and lofty goals for our school.

Phase 1 of our building programme opened in September 2024 and phase 2 with the secondary school facilities is now completed, Phase 3 will follow over the next few years. Years 1 to 6 are already established in our primary school, and we just added Years 7, 8 and 9 in September 2025. In September 2026, Year 10 (IGCSE) and Year 12 (A levels) will open to complete our educational offering.

We hope that you will consider joining us to create an exciting new future in Lekki, Lagos.



TERMS AND CONDITIONS

Contract

This is a permanent full-time, full year position. The post will be considered probationary for a period of up to 6 months. Working hours will be full time, full year with occasional evenings and weekends as required by the schedule.

Salary

Competitive

Benefits

Professional Development

Professional and international working environment, professional development and training opportunities.

Health Insurance

HMO coverage for employees and their families.

Meals

Free meals and refreshments are available to staff whilst on duty and when catering is in operation.

Holiday

The holiday year runs from August - July, in line with the academic year and entitlement is 21 days annual leave, usually taken in the school holidays. This leave is in addition to Federal Public Holidays.

Fitness Centre Membership

All academic and business staff are entitled to join the Fitness Centre, with access to the swimming pool, gym and fitness activities.

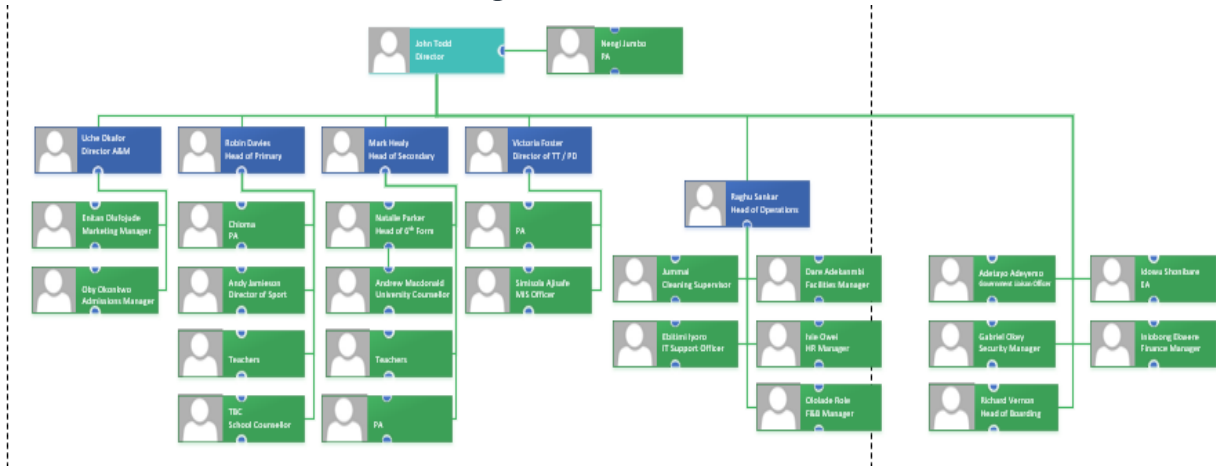
Pre-Employment Checks

Any offer of employment is subject to numerous checks to comply with our Safer Recruitment processes and our Safeguarding Policy (available to view on our website), please see our link for

[APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTE.docx](#)



Organisation Chart:



Safeguarding

Charterhouse Lagos is committed to safeguarding and promoting the welfare of all our students and expects all applicants to share this commitment. We follow safer recruitment practices which are aligned with recommendations from the International Task Force on Child Protection. We aspire to the highest international standards of recruiting practices with specific attention to child protection. All appointments are subject to interviews, identity checks, criminal record checks, social media checks and successful references.

Data Protection

The personal data relating to candidates, including personal data provided in, or along with the enquiry and application forms, is required to be collected by Charterhouse Lagos/The Huntington Education Group, for purposes of candidate evaluation, and facilitating the recruitment process. By providing us with your personal data, you give your consent to us for collecting, retaining, processing, transferring (including cross-border transfer) and disclosing personal data to any third parties (including intra-group) for achieving the above purpose.

Diversity, Equality and Inclusion

At Charterhouse Lagos, we want everyone to feel valued, appreciated, and free to be who they are at work, whilst remaining true to the culture and laws of Nigeria. Our recruitment processes are designed to prevent discrimination regardless of gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, disability status, citizenship, or any other aspect which makes them unique.