



Job Description and Person Specification

Job details

Job title: Stores Assistant

Grade: OM03 £28,163 - £29,093

Reports to: Stores Team Leader / Stock Co-ordinator

Responsible for: N/A

Directorate and Service area: Adults, Health Partnerships and Housing – Housing Property Services

Purpose of the job

- Responsible for the receipt and issuing of goods and materials to Property Services Trade Operatives through the Depot Stores to assist in the delivery of a safe and legal landlord service.
- Ensuring accurate stock levels and control measures are consistently maintained within the Stores.
- Provide a high level professional service to aid colleagues in the efficient delivery of their provision.

Principal responsibilities

1. Receive goods and materials delivered from suppliers for use by the Housing Property Services team, checking quantity and quality of goods, ensuring accurate deliveries and resolving issues with supplier if not.
2. Accurate processing of all paperwork associated with goods delivered, both electronically and in hard copy.
3. Assisting in the offloading / loading of deliveries, both manually and using a telehandler JCB.
4. Issuing of goods from Stores to Trade Operatives and staff, ensuring accurate processing using the Council's Housing Repair Stock IT systems.
5. Processing and collating of gas parts for Gas Operatives.
6. Collating materials and goods required for particular contracts, i.e, planned works, Gas works.
7. Delivering goods and materials to Trade Operatives on site as required to improve productivity and aid with first time fixes.
8. Ensuring all documentation is processed accurately and proficiently.
9. To assist with regular stock checks as required.
10. General housekeeping to ensure the Store area is free from hazards, tidy and kept in order.
11. To assist with general housekeeping and duties around the yard as required.
12. Undertake additional duties as required, proportionate to the role.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.



Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Educated to A' level or equivalent work experience in a Stores environment	Knowledge of Health and Safety requirements such as manual handling
Experience and Knowledge	<p>Experience of multi-trade Stores environment including knowledge of materials, supplies and trade operations</p> <p>Computer literate</p>	
Ability and Skills	<p>A commitment to providing excellent customer service – being responsive, flexible, and dedicated to 'getting it right first time'.</p> <p>A dedication to being your best at all times – being professional, pro-active and open to new ways of working.</p> <p>An enthusiasm for team working – being collaborative, innovative and showing support and respect for colleagues.</p> <p>Valid Driving Licence</p> <p>Telehandler Licence</p>	Knowledge/understanding of building trade.

Attributes	Essential criteria	Desirable criteria
	<p>Ability to deal with people such as Trade Operatives/ Suppliers/Delivery Staff</p> <p>Ability to record data and information accurately both electronically and manually</p> <p>Methodical and an exact approach to any task</p> <p>Customer focused</p> <p>Prepared to undertake training as required</p>	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	<p>Ability to carry out the physical requirements of the role, i.e. bending, lifting, carrying</p> <p>Must have a flexible approach to working, be able to work on own initiative and also part of a team</p>	