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| A | **Post Details** |
|  | Job Title: | Stores Operative | Function: | Engineering |
|  | Location: | Ashford | Unique Post Number: |  |
|  | Reports To: | Stores Manager  | Grade: | SE1 |
| B | **Purpose of the Job** |
|  | Responsible for ensuring Stores, Materials and Records are kept in compliance of the Engineering Departments Quality and Safety Standards and supply an effective Stock control service to the Stores Manager |
| C | **Principal Accountabilities** |
| C1C2C3C4C5C6C7C8C9C10C11C12 | Ensure the Stores procedures/ Processes are adhered toCarry out all Stores duties in compliance with the Engineering Departments Quality and Safety standardsEnsure all materials received into the Stores are recorded and stowed effectivelyEnsure that any relevant data is inputted into EMS Carry out compliance checks on goods received and ensure that quarantine process is adhered toProvide an effective stock control to the Stores ManagerEnsure that all material leaving the Stores is recordedProvide a security service to the Stores ensuring only authorised people gain accessProvide the first point of contact in the materials identification system providing as much assistance where practicableProvide a fork lift serviceProvide a crane serviceAssist as required |

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| D | **Safety Responsibilities** |
| D1 | This post is required to undertake SAFETY CRITICAL WORK | Yes |  | No |  |
| D2 | This is a KEY SAFETY POST | Yes |  | No |  |
| D3 | This post requires SECURITY CLEARANCE | Yes |  | No |  |
| D4 | The job requires competence in PERSONAL TRACK SAFETY | Yes |  | No |  |
| D5 | This job has SPECIFIC SAFETY RESPONSIBILITIES (if Yes see section D6 below)  | Yes |  | No |  |
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| D6 | The post holder has the following specific safety responsibilities: |
|  | Carrying out Planned General Inspections of the following locations:* [list locations or delete if not applicable]
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|  | Acting as Fire Precautions Manager for the following locations:* [list locations or delete if not applicable]
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| E | **Decision making Authority** |
| E1 | None. |
| F | **Most Challenging and/or Difficult parts of the role** |
| F1 | Dealing with day to day duties to ensure accurate stock levels are maintained, encompassing accurate inputting into EMS. |

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| G | **Person Specification:** |
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| G1 | Experience, Knowledge & Qualifications Minimum 3 years of experience within a Stores environment with knowledge of different areas within it Minimum NVQ 2 in warehousing (Desirable) Experience within a Supervisory/Team Leader role would be advantageousGood IT knowledge in Excel and Word is a must |
| G2 | Skills (including any specific safety critical competencies) Good numeracy and communication skill are essential.Forklift and Crane Licence are advantageous  |
| G3 | Behaviours An ability to carry out varied tasks and work alone is a must |
| G4 | **Other** |

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| H | **Dimensions of role** |
| H1 | Financial – Direct: | None |
| H2 | Financial – Other: | None |
| H3 | Staff Responsibilities – Direct: | None |
| H4 | Staff Responsibilities – Other: | None |
| H5 | Any Other Statistical Data: | None |
| I | **Acknowledgement** |
| I1 | Prepared By: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| I2 | Approved By (Head of Department): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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|  **J** | **Job Description Briefing** |
|  | The post holder has been briefed on and understands the requirements of this Job Description and other related documents: |
|  | Name of post holder: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |
| **K** | **Nominated Deputy for Safety requirements**  |
|  | If this is a KEY SAFETY POST (D2 in Safety Details above is YES) at least one nominated deputy must be identified. The Job Holder must ensure that the Nominated Deputy(ies) receives a copy of, and is briefed on this Job Description. If there are more nominated deputies, they should sign further copies of this Job Description. |
|  | The nominated deputy has been briefed on and understands the requirements of this Job Description and other related documents: |
|  | Name of nominated deputy: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |