## JOB DESCRIPTION

### SECTION ONE

<table>
<thead>
<tr>
<th>Service Area:</th>
<th>Housing</th>
<th>Grade:</th>
<th>7-11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post:</td>
<td>Stores Assistant</td>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

### SECTION TWO

<table>
<thead>
<tr>
<th>Responsible to:</th>
<th>Business Support and Development Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible for:</td>
<td>n/a</td>
</tr>
</tbody>
</table>

### SECTION THREE – Overall purpose of job

- Responsible for the receipt and issuing of goods and materials to staff to assist in the delivery of excellent customer service.
- Ensuring accurate stock levels and control measures.
- Provide a high level professional service to aid colleagues in the efficient delivery of their provision.

### SECTION FOUR – Principal Responsibilities

1. Receive goods delivered for the authority: checking quantity and quality of goods ensuring accurate deliveries and resolving if not.
2. Accurate processing of all paperwork associated with goods delivered, both electronically and hard copy.
3. Assisting in the offloading/loading of deliveries, both manually and using a tele-lever JCB.
4. Issuing of goods from the Stores to operatives and staff and ensuring accurate processing using IT applications.
5. Processing gas parts for operatives to collect.
6. Collating materials and goods required for particular contracts, i.e. boiler packs.
7. Delivering goods and materials to operatives on site as required to improve productivity.
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

SECTION FIVE – Main levels of contact

Internal: Colleagues throughout Environmental Care and the wider Authority

External: Suppliers, delivery drivers, collection drivers

SECTION SIX – Special features of the post

SECTION SEVEN

Job Description prepared by: (Manager) ……………………………… Date ……………………..
Approved by: (Personnel) ……………………………………………… Date ……………………..
Agreed by: (Post holder) ……………………………………………… Date ……………………..