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| **Department** | **DEPARTMENT OF PEOPLE** |
| **Job Title** | **STOREKEEPER** |
| **Grade** | **GRADE 3** |
| **Primary Purpose of Job** | **To assist the department to do everything possible to ensure it fulfils its primary purpose both effectively and efficiently**  **Providing a storekeeping service for equipment issued by the department to people in the community**  **Maintaining records of stock equipment and systems to identify stock requiring periodic inspection/maintenance**  **Undertaking inspections of equipment to ensure safe condition and operation** |
| **Reporting To** | **ICES Manager** |
| **Staffing**  **Responsibilities** |  |

**Main Duties**

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| **1** | Contribute to keeping the workplace secure |
| **2** | Contribute to maintaining a safe and healthy workplace |
| **3** | Store, retrieve and archive information. |
| **4** | Process returned equipment and materials |
| **5** | Receive equipment and materials into storage |
| **6** | Maintain the quality of equipment in storage |
| **7** | Maintain the safety of equipment |
| **8** | Maintain hygiene standards of equipment and materials |
| **9** | Process equipment for disposal or recycling |
| **10** | Audit stock levels and stock inventories of equipment |
| **11** | Transport equipment |
| **12**  **13** | Handle Equipment  To complete PAT of Medical Devises and disability equipment |

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| **Date Job Description updated: 05/07/18** |  |
| **Job Description prepared by: David Vogel** |  |



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| **Department** | | | | **DEPARTMENT OF PEOPLE** | | |
| **Job Title** | | | | **STOREKEEPER** | | |
| **Stage One** | | | Disabled Candidates are guaranteed an interview if they meet the essential criteria | | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | | |
| 1. | Ability to Store, retrieve and archive information, in manual or electronic format. | | | | | Application Form/Interview |
| 2. | Able to process returned equipment and materials accurately into storage, using the appropriate systems in support | | | | | Aplication form / Interview |
| 3. | An understanding of the needs of people with physical disabilities | | | | | Interview |
| 4. | Ability to maintain the safety of equipment including the hygiene standards of equipment and materials | | | | | Application Form/Interview |
| 5. | To have the ability to identify faults or defects and then make the decision to process equipment for appropriate repair, disposal or recycling | | | | | Interview |
| 6. | To be able to audit stock levels and stock inventories of equipment | | | | | Application Form |
| 7. | To have the ability to transport and handle equipment safely in accordance with council procedures. | | | | | Interview |
| 8. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | | | | | Interview |
| **2. Experience/Qualifications/Training etc** | | | | | | |
| 1. | | Experience of recall and disposal of equipment unfit for reallocation | | | Application form / Interview | |
| 2. | | NVQ2 Distribution, Warehousing and Storage and Operations or a willingness to work towards the award | | | Application Form | |
| 3. | | A full current Driving Licence | | | Application Form / Interview | |
| **3. Work Related Circumstances** | | | | | | |
| 1. | | Bolton Council is a Smoke-free Employer | | | Interview | |
| 2. | | The nature and demands of the post holder’s time are not always predictable and there will be an expectation that work will be required outside normal hours from time to time | | | Interview | |

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| **STAGE TWO** | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | |
| **Additional Requirements** | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | |
| 1. | Evidence of working and maintaining systems in a stores environment. | | Application Form |
| 2. | Evidence of continuous development. | | Application Form |
| **2. Experience/Qualifications/Training etc** | | | |
| 1. | NVQ Level 2 in Warehousing and Distribution | | Application Form |

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| **Date Person Specification updated: 05/07/18** |  |
| **Person Specification prepared by: David Vogel** |  |



**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.