# **REGENERATION & NEIGHBOURHOODS**

**JOB DESCRIPTION**

**JOB TITLE:** STORES OPERATIVE

**DIVISION:** LOGISTICS

**GRADE:** BAND 6

**RESPONSIBLE TO:** CONSTRUCTION OFFICER

**POST REFERENCE NO:** 105827

## **Principal Duties & Responsibilities**

1. Handling of goods and equipment (issue and return) and storage including small plant equipment in stores.
2. Drive a counter balanced forklift, ensuring that all daily checks are carried out and attend refresher training when required.
3. Correct handling and storage of all items in accordance with H&S regulations and advising hirers on the plant and equipment and its use.
4. Carry out the delivery of materials and plant, collection of material and plant ensuring that all plant that is returned is receipted correctly.
5. Assist Construction section with service delivery as required as a labourer.
6. Ensure all fire and health and safety provisions and other requirements relevant to staff and users of facilities are complied with, ensuring staff are accompanied within stores and follow the signing in signing out policy.
7. Ensuring the prompt and accurate completion and provision of timesheets, job tickets and any other record documents appropriate to the task.
8. To ensure that stores are correctly administered and that items are returned and credited where appropriate.
9. Ensuring that all areas, both internal and external, are kept clean and tidy to ensure that high standards of cleanliness and hygiene are maintained and spare materials are cleaned up and removed.
10. To assist in the development of Customer Care by the provision of relevant advice and information to the customer and the return of customer complaints, comments and repair reports to supervision or relevant office.
11. To drive a vehicle as and when required, keeping the vehicle clean and tidy, carrying out daily/weekly safety checks of the vehicle as required, presenting the vehicle for any servicing, maintenance and/or MOT as scheduled and to report any defects or damage to the vehicle to the supervisor and vehicle fleet management.
12. Security of depot facilities.
13. Self-development & training. Carry out the duty of first aider if required.
14. Any other duties of a related nature which might reasonably be required or allocated by the Line manager(s).

### Changes

The work of all Local Government departments changes and develops continuously, which in turn requires staff to adapt and adjust. The functions/responsibilities above should not therefore be regarded as immutable but may change commensurate with the grading of the post. Any major changes will involve discussion and consultation, which if wished, may involve a Trade Union/Professional Association representative.