

FALKIRK COUNCIL



Job Profile

Job Title:	Driver Store Person
Reporting to:	Jles Manager, Stores Supervisor or Designated Others
Responsible for Line Management of:	N/A
Your Job is to:	To contribute to maintaining service users in the community by delivering, fitting and uplifting equipment to individuals in their own homes, nursing homes, health centres and Social Work Offices and other establishments as required. When required, cleaning, decontaminating and refurbishing of equipment, contributing to good housekeeping and accurate stock control methods.
Grade:	C
What you will do :	
Job Specific Tasks	
1. To deliver and uplift equipment supplied by the JLES to clients/patients in their individual homes, hospitals, nursing homes and Social Work offices. 2. To manually move, handle, assemble and install items of equipment as required and requested by requisitioners, including heavy lifting. 3. To relocate and move furniture, if necessary, in Service users' homes to accommodate equipment delivered by JLES. 4. To comply with procedures relating to the maintenance of vehicles and to keep them clean and tidy to comply with Infection Control Procedures. 5. When required receive goods supplied by outside suppliers/contractors, checking for correct quantity, the goods are not damaged and that the goods supplied are the same as the delivery note. 6. To assist with the storage of equipment within the warehouse, ensuring it is kept in a clean and tidy condition, whilst complying with Health & Safety guidelines. 7. To marshall and adjust equipment within the warehouse as instructed on the requisition form, prior to delivery. 8. To clean and decontaminate all the equipment on its return to the warehouse and ensure that it is properly prepared for reissue, liaising with the senior technician if equipment requires written off or maintained. 9. To assist in maintaining accurate stock levels in conjunction with the store supervisor, cover store person duties when required, and undertaking other such duties as may be reasonably required, falling within the scope of the position.	

10. To behave in a courteous and professional manner which respects the rights, dignity and vulnerability of service users.

Job Demands

1. You will be depot based with travel between locations.
2. You will be required to work to deadlines.
3. You will be expected to communicate well with colleagues and others.
4. You may encounter distressed/upset individuals.
5. You will be required to hold a Light Goods Vehicle driving licence.
6. You will provide a front-line service to council customers.
7. You will be responsible for handling and processing information.
8. You will be responsible for stock control within your designated area.
9. You will be responsible for expensive equipment.
10. You will be required to use your own initiative.
11. You will be required to participate in an out of hours emergency service on a rotational basis.
12. You will be required to work as part of a team.

Person Profile

Essential Education & Professional Qualifications & Memberships	Ideally you will have	How we assess this
• Basic numeracy and literacy • Gain/maintain PVG membership for working with children & adults.		Application Form Interview
Essential Skills, Knowledge & Experience	Ideally you will have	How we assess this
• Customer care skills • Administration skills	• Relevant experience is required. • Experience in moving and handling. • Experience in current Health and Safety regulations and procedures. • Knowledge of the needs of elderly people with disabilities • Experience working with older and/or people with disabilities • Gaelic language skills	Application Form Interview
Falkirk Council Values & Behaviours		How we assess this
• Demonstrates behaviours which are consistent with Falkirk Council Values (Responsive, Innovative, Trusted, Ambitious)		Application Form Interview