

JOB OUTLINE	
JOB TITLE: Senior Stores Assistant	JET CODE: 2171
DIVISION: Partnerships & Community Services	
SERVICE/BUSINESS UNIT: Development - Property Maintenance	
REPORTING TO: Stores Supervisor	
RESPONSIBLE FOR: Stores Assistants x4	
<p>JOB PURPOSE:</p> <p>Assisting the Stores Supervisor in the general supervision and operation of the stores including issuing materials to operatives by means of official requisitions.</p> <p>Responsible to the Stores Supervisor for ordering and pricing specialist material when requested.</p> <p>Responsible to the Stores Supervisor for carrying out stock checks as and when required by Audit or Management.</p>	
<p>MAIN DUTIES:</p> <ol style="list-style-type: none"> 1. Responsible to the Stores Supervisor in overseeing a team of administrative staff to effectively and efficiently operate the Property Maintenance stores facility and van stocks. 2. Ensure that stores materials are held in sufficient quantities to enable works to be carried out expeditiously. 3. Ensure that all material transactions are properly recorded for costing purposes. 4. Responsible to the Stores Supervisor for reconciling deliveries and dealing with return discrepancies or overcharging with Suppliers. 5. Take delivery of materials as required. 6. Record all stores transactions using I.T. equipment and regularly download bar code readers. 7. Assisting the Stores Supervisor with perpetual inventories and correcting discrepancies throughout the financial year. 	

8. Ensure security within the store's environment is kept to a satisfactory standard.
9. Keeping stores area in a proper and clean condition.
10. Assisting the Property Maintenance Services Manager in undertaking key responsibilities in respect of emergency situations.
11. Providing a general level of back up systems support for the Stores Team.
12. Any other relevant duties as determined by the Team Leader – Business Organisation

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

Educated to Higher Grade/NC/SVQ2 or equivalent level and or/able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.

Disclosure Scotland:

None.

Scottish Social Services Council:

N/A.

Special Requirements:

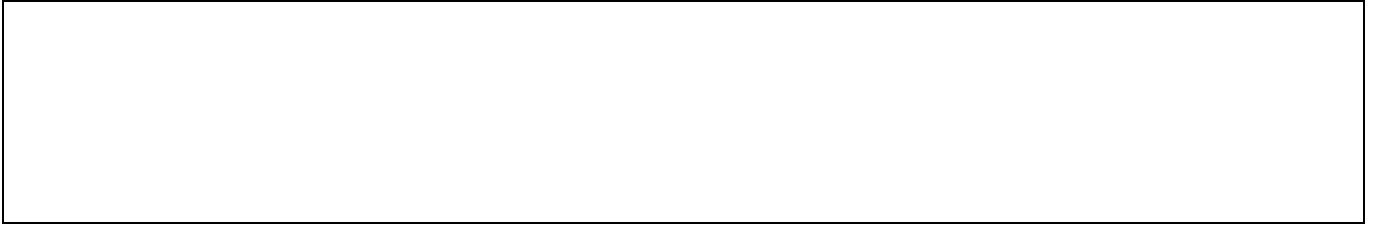
N/A.

TEAM OBJECTIVES:

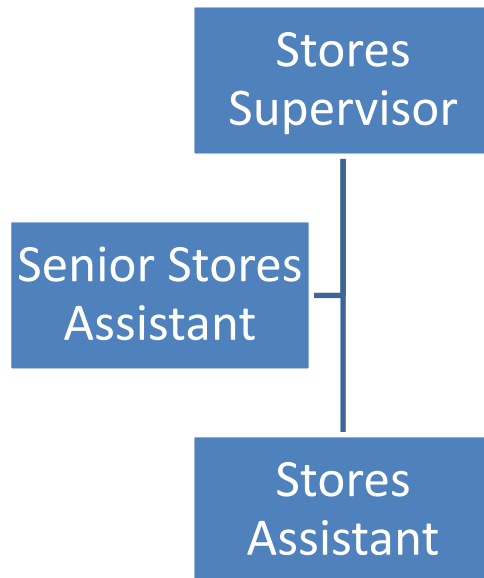
To deliver an efficient stores service that supports the day-to-day operations of Property Maintenance.

The team is responsible for ensuring materials are available when required, maintaining accurate stock records, managing supplier deliveries and resolving any discrepancies, and providing a safe, secure and well-organised stores environment.

Working closely with operational teams and key stakeholders, the stores team enables repairs, and maintenance works to be completed effectively, efficiently and with minimal disruption.



ORGANISATIONAL CHART:



PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	<p>You should be aware of your Health & Safety responsibilities and duties under Health & Safety legislation and Council policy. You have a responsibility for your own health & safety and health & safety of all others – eg. Colleagues, clients, members of the public etc – who may be affected by what you do or fail to do.</p> <p>As you have staff management responsibility (i.e. you are a line manager), you are also responsible for ensuring the health, safety and welfare of all employees and services users within your service area.</p>	
Previous Experience (Paid & Voluntary Work)	Previous experience of working in a store's environment.	
Knowledge/ Skills /Competencies	<p>Effective verbal and written communication skills.</p> <p>A skilled user of Microsoft Office.</p> <p>Effective organisational skills.</p>	Full technical knowledge of materials held in stores.
Personal Qualities	<p>Ability to manage effective relationships with stakeholders with tact and diplomacy.</p> <p>Ability to prioritise a varied workload.</p> <p>Ability to use own initiative.</p> <p>Ability to work under pressure and meet deadlines.</p> <p>Ability to work flexibly as part of a team.</p>	
Council Behaviours	<p>We are Person Centred</p> <p>We Initiate and Embrace Change</p> <p>We Strive to be the Best we can be</p>	

	We make things Happen We work Together	
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