

## Lancaster City Council - Job Description & Person Specification

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| <b>Job Title:</b>    | Stores Assistant   | <b>Grade:</b>     | GG56  | <b>Job Code:</b>   | LCC940                  |
| <b>Service/Team:</b> | Housing & Property | <b>Role Type:</b> | FIXED | <b>Reports to:</b> | Senior Stores Assistant |
| <b>Line Manages:</b> | N/A                |                   |       |                    |                         |

| <b>Job Overview</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <ul style="list-style-type: none"> <li>To assist the Senior Stores Assistant/RMS Manager with the day to day running of the stores service function.</li> <li>To support the Service Safety &amp; Depot Manager with waste management in consultation with the Senior Stores Assistant.</li> <li>To participate in regular audits of stock/materials which may be undertaken outside normal working hours.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Direct Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <ul style="list-style-type: none"> <li>Open and close the stores under the instruction of the Senior Stores Assistant/RMS Manager</li> <li>To issue stock and consumables to RMS staff and to staff from across the Council and authorised sub-contractors as required upon presentation of a stores issue request</li> <li>To procure stock/materials in accordance with Council Policies and stores manual, identifying slow/quick moving stock, maintain stock levels to meet the service delivery needs of RMS, Public Realm and Council wide Departments</li> <li>To undertake the loading and unloading of delivery vehicles and assisting appropriate staff/ contractors who may require materials.</li> <li>To regularly use and update IT systems (Housing One/Total) to ensure accurate stock/material levels which will include the inputting of stores requisitions and create purchase orders, plus the use of key cutting machinery (Training provided for IT systems and key cutting).</li> <li>There will be occasions where you will be required to make decisions on your own. All decisions are to be made in accordance with Council Policies and stores procedures.</li> <li>Ensure stock levels are regularly replenished and identify any concerns to the Senior Stores Assistant</li> <li>Provide excellent customer service skills when dealing with staff, suppliers and contractors.</li> <li>Ensure you provide all services in a team based working approach alongside all other stores colleagues/operatives within the service to achieve specific tasks and common goals.</li> <li>To undertake regular "yard duties" under the direction of the Senior Stores Assistant and the Service Safety &amp; Depot Manager. This will include ensuring waste material bays and other storage areas are safe and free of any potential hazard and storage bays are arranged to be cleared when required.</li> <li>To drive and operate Tele-Handlers, Forklift Truck and any other vehicles as required within the stores area, externally around the depot, where required relocating the storage of a wide range of building and associated materials, unloading/loading and clearing waste material bays.</li> </ul> |

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- To undertake other reasonable manual duties, appropriate to the grade and experience of the post holder, as directed by the Senior Stores Assistant & RMS Manager.
- To provide cover when the Senior Stores Assistant is not available taking a leading role in particular at times of holidays or sickness. This will be for temporary periods of time and is reflected in the overall grade for the role.
- To ensure the main stores building and surrounding areas are clean and clear of any potential safety hazards (for example slips, trips, falls and spills).
- To report any defects found within the stores/depot area including equipment/machinery immediately to the Senior Stores Manager/Service Safety and Depot Manager.
- Maintain all paperwork/records keeping these up to date, completing and returning to the office in a timely manner for audit purposes
- Complete Hazard Report Forms where necessary and ensure Health and Safety policies, Risk Assessments, safe systems of work are adhered to at all times
- To undertake any other duties deemed necessary to ensure the efficient and effective running of the service.
- To undertake ad-hoc, quarterly and end of year stock audits in accordance with Financial Regulations and the Stores manual
- To process and authorise invoices for payment from suppliers and contractors

### Primary Measurable Objectives

- To support the delivery of an efficient stores delivery service ensuring performance levels and stock levels are consistently maintained and provided to a high standard
- Working in collaboration with appropriate service managers regularly review material/stock requirements and stock levels ensuring product lines comply with current standards, provide VFM and avoid wastage

### Staff Management Responsibilities

- Direct line management is not required.

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| Person Specification                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                    |                                                               |
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| Knowledge & Educational Requirements                                         | Essential Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Desirable Criteria | Assessed by: App Form, Interview, Certificate, Test, Other... |
| <b>Specialised Qualifications &amp; Training</b>                             | <ul style="list-style-type: none"> <li>Ability to operate a range of telehandlers, forklift or any other vehicle for the purpose of unloading/loading/transporting stock and materials being brought into store and around the depot</li> <li>An understanding of material procurement, stores process, working safely and auditing of stock</li> </ul>                                                                                                                                               |                    | <p>Certificate</p> <p>App form, interview</p>                 |
| <b>Experience</b>                                                            | <ul style="list-style-type: none"> <li>Product knowledge across a wide range of services/sections including for example Joinery, plumbing, electrical, plastering and decoration materials.</li> </ul>                                                                                                                                                                                                                                                                                                |                    | App form, interview                                           |
| <b>Job Related Skills, Knowledge &amp; Abilities</b>                         | <ul style="list-style-type: none"> <li>To undertake any service required training relating to your primary role functions.</li> <li>Health and Safety knowledge about the work place and your responsibilities in relation to it.</li> <li>To meet our high standards for workmanship, quality and customer service at all times.</li> </ul>                                                                                                                                                          |                    | App form, interview                                           |
| <b>Personal Attributes</b><br>Including Interpersonal & Communication Skills | <ul style="list-style-type: none"> <li>Adherence to Council Values and behaviours</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                          |                    | App Form, Interview                                           |
| <b>Special Requirements/Other</b>                                            | <ul style="list-style-type: none"> <li>The hours of work are 37 hours per week, working Monday to Friday – the actual hours of work may vary depending on business needs. Week-end work or working outside of normal working hours will be required occasionally according to business needs. Some flexibility may be required to assist with materials delivery when required.</li> </ul> <p>The post will be based at White Lund Depot, White Lund Road, Morecambe but you may be expected when</p> |                    | App Form, Interview                                           |

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|  | required to work at other Council buildings to support overall service delivery. |  |  |
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### **Additional information**

#### Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

#### General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

#### Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

#### Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

#### Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

#### Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

#### Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

#### Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

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|----------------------------|--|--------------------|--|--------------|--|
| <b>Employee Signature:</b> |  | <b>Print name:</b> |  | <b>Date:</b> |  |
| <b>Manager Signature:</b>  |  | <b>Print name:</b> |  | <b>Date:</b> |  |