



## Job Description

<b>Job Title:</b> Storekeeper	<b>Department:</b> FleetCare
<b>Division/Section:</b> Environment	<b>Job Number:</b> 12707, 13001, 16252  <b>JE Number: 2396</b>
<b>Grade: 6</b>	<b>Date last updated:</b> February 2014 Version 1

### **EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

### **Overall Purpose of Job**

To maintain and control the supplies service within the FleetCare Stores to provide a cost effective and customer orientated service for all goods, materials, petroleum and diesel fuels contained within the stores; including the purchase of all parts for the maintenance of the Council's fleet.

### **Job Context**

1. The post holder reports to the Assistant Transport Manager.
2. The post holder has no budget responsibility.
3. The post holder may be required to work evenings, weekends and occasional public holidays, in order to meet service requirements.
4. The post holder may be required to cover the FleetCare counter.

## **Key Tasks and Accountabilities**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. To be responsible for the day to day running of the FleetCare Stores, the distribution areas, the imprest stocks, the security of all stock and for all goods and materials associated under the supervision of the Assistant Transport Manager.
2. To be responsible for ordering such goods, materials, and services as may be required, in particular for the replenishment of stock and the ordering of all parts, materials and services required for the maintenance of the Council's fleet.
3. To assist in the maintenance of the stores systems primarily the Council's new Corporate Stores system to include data entry, system housekeeping, updating records and associated procedures.
4. To maintain appropriate stock levels having regard to usage, cost and other criteria and to assist in the identification of redundant stock.
5. To maintain appropriate records related to the maintenance of plant and equipment operated by the Highways section, as directed by the Assistant Transport Manager.
6. To ensure the Stores areas of responsibility are kept clean, tidy and in a safe condition at all times having regard to Health & Safety and the Council's Guidelines and procedures.
7. To be available to attend call-out to stores in cases of emergency and to provide shift cover as and when required.
8. To drive transport for the purposes of collecting goods / materials as and when required.
9. To operate information technology fully and maintain data and operating systems after suitable training.
10. To operate mechanical handling equipment after suitable training and certification.
11. To liaise with stores customers to provide a cost effective and customer orientated service.
12. To carry out regular physical stocktaking duties under the direction of the Assistant Transport Manager.
13. To be responsible for the checking of goods inwards, issuing of stock and other goods, materials & parts, return of stock / parts and dealing with invoice queries arising.

14. To obtain and evaluate competitive prices for goods, materials, parts and services.
15. To progress all goods, materials, parts and services to ensure that delivery times are met to the satisfaction of the customer
16. To be responsible for the safe receipt and security of all stock, goods, materials and parts within the stores area.
17. To ensure that in all dealings with the public and colleagues a professional and high standard of service is provided.
18. To cover the FleetCare counter as and when required.
19. Such other duties, within the competence of the post holder, which may be required, reasonably from time to time.

# Person Specification



<b>Job Title:</b> Storekeeper	<b>Department:</b> Environmental Services
<b>Division/Section:</b> FleetCare	<b>Job Number:</b> 12707, 13001, 16252  <b>JE Number 2013</b>
<b>Grade: scale 6</b>	<b>Date last updated:</b> <b>February 2014</b>

## IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p><b>EQUALITY AND DIVERSITY</b></p> <p>We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.</p>	
<p><b>KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of vehicle parts, highway materials &amp; electrical products.</li> <li>• A current basic knowledge of Health &amp; Safety issues within a stores environment.</li> <li>• A basic understanding of plant &amp; equipment and the relative maintenance requirements.</li> </ul>	<p>Application Form / Interview</p> <p>Interview</p> <p>Application Form / Interview</p>

<p><b>QUALIFICATIONS:</b></p> <p>Driving Licence (Full) – Car</p>	<p>Application Form / Interview</p>
<p><b>EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>• Experience in a similar field.</li> <li>• Experience of a stores environment.</li> <li>• Experience of working within a high demand environment.</li> <li>• Experience of Vehicle parts, Electrical equipment, Highway materials, plant &amp; equipment.</li> </ul>	<p>Application Form / Interview</p> <p>Interview</p> <p>Interview</p> <p>Application Form / Interview</p>
<p><b>SKILLS AND ABILITIES:</b></p> <ul style="list-style-type: none"> <li>• Computer literate in Word and Excel spreadsheets.</li> <li>• Ability to Interpret and make recommendations on stores forward planning and control of stores delivery.</li> <li>• Ability to effectively plan &amp; organise the daily workload.</li> <li>• Ability to undertake regular stock checks as directed by senior officers.</li> </ul>	<p>Application Form / Interview</p> <p>Interview</p> <p>Interview</p> <p>Application Form / Interview</p>
<p><b>PERSONAL STYLE AND BEHAVIOUR:</b></p> <ul style="list-style-type: none"> <li>• Committed to the achievement of equal opportunities in both employment and service delivery.</li> <li>• Demonstrate effective and supportive team working qualities, remaining calm and focused under pressure.</li> </ul>	<p>Interview</p> <p>Application Form / Interview</p>

<ul style="list-style-type: none"> <li>• Demonstrates effective use of initiative and decision making.</li> <li>• Communicates effectively with tact and sensitivity both verbally and in writing, including a good telephone manner.</li> <li>• Ability to analyse situations quickly and objectively to consider implications and provide appropriate advice.</li> <li>• Obtains and retains detailed instructions quickly.</li> <li>• Flexible and responsive approach to working times, work patterns, locations and methods when necessary.</li> <li>• Customer focused and task oriented.</li> </ul>	<p>Interview</p> <p>Application Form / Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application Form / Interview</p>
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