



Job Description and Person Specification

Job Title	Stores Person (Storekeeper)
Job Grade	NCC grade D
Reports to	Stores Manager
Direct Reports	None
Other Resources	None
Role Purpose	<p>Responsible for the issue and return of materials, products, plant, and equipment or work wear. Supporting the efficient operation and productivity of the service.</p> <p>To receive and replenish stocks to ensure business continuity, meeting the requirements of the service.</p> <p>To transfer all necessary information from documentation and hand-held devices relating to issues and receipts to the stores' stock control system in a timely manner</p>
Key Accountabilities	<ul style="list-style-type: none"> • To ensure that materials or products are issued accurately to Nottingham City Council Housing Services colleagues and authorised contractors on the production of correct documentation. • To ensure materials or products requested by other departments are accurately picked and transferred to the relevant department or stock holding point. • To ensure pre-ordered materials or products are accurately picked and made available for collection by the agreed target date and time. • To return surplus materials or products into stock, from NCCHS employees, authorised contractors or departments using the correct documentation and electronic tools available. • To accurately input all issues and returns into the stock computer system direct or using the stock bar-coding system. • To take delivery, check and sign for goods received, to offload and place ready for storage or direct replenishment in the correct location. To update the Stock computer system of all goods received in a timely manner.



	<ul style="list-style-type: none">• To undertake stock takes and perpetual checks as required.• To carry out effective and efficient Stores housekeeping in respect of:<ul style="list-style-type: none">○ Correct identification of stock and consumable items○ Correct location of items within stores areas with due regard to safety requirements and maintenance of accurate stores location records○ Ensure internal and external stores are kept clean and tidy including immediate access to these stores○ Observe security and safety measures• To provide an efficient and effective supply service to customers.• To meet and work to all Health and Safety guidance provided to protect you and other colleagues or customers.• To direct moving traffic to assist suppliers to deliver materials or products to stores safely onto/within Harvey Road as required.
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November 2023

Signed and agreed by the post holder..... Date.....


**PERSON SPECIFICATION – Stores Person
(Storekeeper)**

Requirements	Essential – E /Desirable - D
Experience and knowledge	
<ul style="list-style-type: none"> Stores experience in accepting deliveries of goods, undertaking accurate counts, and recording of receipts 	E
Skills & Abilities	
<ul style="list-style-type: none"> Excellent organisation and prioritisation skills Proven ability to work in a pressurised environment under own initiative Able to develop and present written or verbal information in a clear and concise manner Experience of developing services to achieve high levels of customer satisfaction Must be able to perform all duties and tasks, with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995 	E D D D D
Qualifications	
<ul style="list-style-type: none"> No qualifications are necessary for this role Ability to operate counterbalance forklift truck 	D
Behaviours	
<ul style="list-style-type: none"> Good interpersonal skills and a proven ability to communicate effectively at all levels. Ability to challenge discriminatory attitudes, statements and behaviours. Must demonstrate an awareness and understanding of equality issues and a commitment to the implementation of Nottingham City Council Equality and Diversity Policy. 	D D D

Author: Head of Fleet, Facilities and Logistics – November 2023