

Job Description

Post Title:	Stores Assistant		
Directorate:	Service Support		
Department:	Stores		
Location:	Western Annex County Hall		
Grade:	D	Date:	March 2023

Responsible To:	<u>Stores Manager</u>
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Liaison With:	The post holder will be required to establish and maintain relationships with a wide range of people including fire service personnel, suppliers and contracting staff.
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Purpose of Job:

The Day to Day running of the Services Central Stores supporting all stations and departments requirements including e.g. Operational kit, Personal Protective Equipment (PPE), consumables, first aid and water rescue items etc.

Facilitate and supply vehicle parts to the Services Workshops vehicle technicians to ensure all appliances and vehicles are maintained.

To provide an efficient and effective service to support to the needs of the organisation.

Main Activities, Duties and Responsibilities:

Other

1. To assist with the custody and security for all items of stores and equipment held in stock.
2. Assess requirements and maintain adequate stocks of operational equipment, consumables and PPE (Personal Protective Equipment) and other items in accordance with Service needs.
3. Receive and check deliveries and locate within the Stores system using the Inventory Management system.
4. Assist and deal with the return or exchange of goods, uniform and repairs including arranging couriers and deal with returns as necessary from suppliers – incorrect items etc.
5. To source and purchase goods and equipment as required in accordance with Services Constitutional financial regulations ensuring compliance with external contracts.
6. Operate and maintain the Service Asset Tracking System providing required management information and ensure all new stock is coded and set within the database and show all movements.
7. Maintain a continuous stocktaking system and record entries to ensure optimum stock levels are maintained.
8. Carry out deliveries of goods to all stations and departments as required.
9. Facilitate Human Resources with a 'measuring & fitting' service for all personnel who require corporate workwear and order accordingly.
10. Notify PPE Supplier of changes of locations, promotions, leavers etc. and issue and record 'Loan PPE' in accordance with supplier guidelines and service procedures.
11. Liaise with the Appliances & Equipment Technical Services staff in relation to the stocks currently held on site with regard to annual testing and maintenance requirements.
12. Assist with ordering all vehicle parts including service kits for Service Workshops Technicians in accordance with vehicle service schedule and ensure Job Cards and invoices are completed in a timely manner.
13. Maintain the security, cleanliness and safe condition of the Stores premises.
14. To carry out all tasks associated with this post in accordance with Leicestershire Fire and Rescue Service's Equality and Diversity Policies.
15. To maintain compliance with Leicestershire Fire and Rescue Service's Health and Safety Policies.
16. To carry out such duties as may from time to time, be agreed and directed by the CFRO which are commensurate with the grading of this post.
17. Be willing to undertake further training when necessary.

Special Features

To promote, uphold and act in accordance with the Service values:

- ✓ Professional – competent, reliable, respectful
- ✓ Positive – constructive, confident, enthusiastic
- ✓ Honest – truthful, trustworthy, fair

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result, the Authority will expect this job description to be subject to revision.

Signature of Post holder _____ **Date** _____

Additional Information for Job Evaluation

Budget Directly Responsible For:	None
Budget Indirectly Responsible For:	None
Number of employees Responsible For:	None
Qualifications and Experience Required:	Minimum Level 2 qualification in English, Maths and ICT or equivalent (Essential), Manual Handling Certificate(Desirable), IOSH General Certificate (Desirable), Possess a valid UK, EU or EEA Driving Licence (Essential).