



Ipswich Borough Council Job Description: **J09a** **Stores/Yard Operative**

Main Purpose Of Job

To provide an efficient stores and yard service, reporting directly to the Stores Team Leader.

Main Duties

1. Provide an efficient service to Council employees issuing requested stock items. Ensure requisition has been authorised, all details are recorded on an issue sheet. Input all issued stock to correct job number in to computerised stock system. Fully support the vehicle Imprest stock process.
2. Assess order requirements. Order all stock items, record in order book, raise purchase order on computer system. Telephone, fax or e-mail supplier with order. Have regular contact with Reps and suppliers
3. Receive and unload all deliveries of stock (and non-stock items). Check all stock delivered against delivery note, work with other IBC departments to notify suppliers of any discrepancies or damaged goods. Put all stock away. Receipt all deliveries/returns onto relevant financial and IT systems. Match delivery notes with invoices, check prices are correct.
4. Providing an on-site service in operating a forklift and telescopic machinery for loading/unloading of materials,
5. Provide a service for all employees wishing to purchase goods from stores. Produce cash sale tickets when requested.
6. Obtain quotations and raise new stock items. Source/order non- stock/specialist materials for supervisors and enter this into the appropriate log. Assist Contracts staff with tendering process.
7. Ensure good Housekeeping of all stores and yard areas. Ensure all stores areas are kept up to the required Health & Safety standard. Ensure First Aid cabinet and First Aid boxes are well stocked.
8. Ensure good Housekeeping in the recycling area. Ensure the recycling area is kept up to the required Health & Safety standard. Ensure all recycling logs are completed in a timely manner.
9. Organise, sort and manage the recycling area
10. Participate in Stock Takes and assist with investigations.
11. Participate in all Health and Safety conformity checks.
12. Responsible for de-activating/setting alarm. Locking/unlocking of stores.
11. Co-ordinating the loan and maintenance of tools and light plant.

Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.



Job Title: Stores Yard/Operative

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	3 GCSE's or an NVQ Level 2 in a relevant field or experience in a similar field.	Qualified to operate forklift and telescopic machinery Waste recycling experience	Application Certificates
Relevant experience	Previous experience or knowledge of stores work Accurate keyboard skills good numeracy and literacy skills	Knowledge of Microsoft Office and E-Mail Systems Experience in construction industry GCSE in English & Maths Previous experience working for a Local Authority Workshop knowledge of maintenance of small plant and tools	Application Interview
Specialist knowledge	Health and Safety training		Application / Interview
Personal skills	Ability to provide a quality customer focussed service Ability to work as part of a team Effective organisation skills in maintaining stock, yard, waste and recycling area in an orderly and safe manner Demonstrate a flexible work attitude to meet requirements of the service Proven ability to deal with people at all levels on the telephone and face to face.	Ability to work to timetables and deadlines Knowledge of materials used in the construction industry	Application Interview
Special working conditions	Valid driving licence		Application Interview