



## Job description

Job title	Workshop Storeman
Department	RST Workshop
Reports to	Workshop Manager
Financial sign-off limit	N/A

## Position summary

### Main job functions

Note: in addition to these functions, employees are required to carry out such other duties as may reasonably be required.

To control the receipt and issuing of spares and stock items and responsible for the day to day running and cleanliness of the workshop. To assist all HGV fitters on site.

### Job location

Ridham RST Workshop

### Supervisory responsibilities/position in structure



## Main duties – principle responsibilities

Duties/responsibilities (in order of priority)	Approximate % of time to be spent
Purchase spares from approved suppliers. Bespoke/non framework items will need to be sourced. Negotiate prices and delivery terms as necessary in association with the Workshop Manager.	
Ensure all spares are booked against a department, vehicle or item of plant on the electronic PPM system.	
Ensure the safe receipt of all incoming stock, ensuring they aren't damaged, quantity is correct, and the quality of the goods is as expected.	



Ensure that all goods are promptly, safely and securely stored in the correct manner. These should be accurately entered on to the stock inventory element of the electronic PPM system. Undertake accurate stock control checks on a monthly basis and report any variances to the Workshop Manager.	
Ensure that stock rotation is adhered to where required. Distribute all goods as requested to departments and sites and alert the Workshop Manager to any request deemed unreasonable.	
Assume responsibility for the security of premises and keys in the store's areas. Ensure that areas are kept clean, tidy, yet accessible at all times and that stock is stored in the correct manner and disposed of correctly.	
Ensure the correct working of all mechanical storage equipment/aids.	
Manage the stores invoices and provide monthly budget information as appropriate.	
Comply with all Health, Safety, HR and Environmental policies and procedures.	
Assist with supporting General Operatives in preventative maintenance checks, services and general maintenance/repairs of fleet vehicles, trailers, related equipment and components.	
Staff have a duty to take care of their own health and safety and that of others who may be affected by their actions at work.	
Staff must co-operate, report unsafe conditions and comply with the company management systems and safe systems of work as well as co—workers to help everyone meet their legal requirements.	

The above list is not exhaustive, and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions are regularly reviewed to ensure they are an accurate representation of the post.

## Person specification



### Skills

The post holder will require a certain level of these skills in order to carry out the role.

Essential	Desirable
Good Communication Time and Priority Management Problem Solving	Possesses basic computer skills.

### Experience

Include specific experience that is important for the post holder to have in order to perform the role.

Essential	Desirable
Experience working in a similar position. Workshop Environment	Experience in the Waste Industry

### Qualifications

Academic or professional qualifications that would be important to the performance of this role.

Essential	Desirable
	Manual Handling Safety Awareness

### Competencies

Other role specific behaviours or expertise that will give the job holder the ability to succeed and be efficient in this position.

Essential	Desirable
Demonstrate a positive and respectful attitude to others	Demonstrates strong organizational skills.
Demonstrate teamwork and support of others	
Versatility and willingness to learn	

### Signed

Signed for and on behalf of Countrystyle Recycling Ltd		Date	
Signed by job holder		Date	