

## JOB PROFILE

<b>JOB TITLE:</b> Stores Person	<b>DEPARTMENT:</b> Stores	<b>REPORTING TO:</b> Stores Supervisor
<b>MAIN PURPOSE OF JOB:</b>  To carry out stores functions as deemed necessary by the stores supervisor		
<b>MAIN RESPONSIBILITIES:</b>		
<b>KEY TASKS:</b> <ul style="list-style-type: none"><li>• Counting of stock</li><li>• Reporting shortages to production supervisor</li><li>• Some manual work – lifting and moving stock</li><li>• Entering data on vantage</li><li>• Any other stores related work to enable the department to function its efficiency transition stage</li></ul>		
<b>SPECIFIC OBJECTIVES:</b>		
<b>REPORTING/SUPERVISORY STRUCTURE:</b>  Reports to the Stores Supervisor on a daily basis		
<b>QUALIFICATIONS:</b>  Educated to a reasonable level GCSE (including English and Maths)		
<b>KNOWLEDGE AND SKILLS:</b> <ul style="list-style-type: none"><li>• Excellent attention to detail and accuracy</li><li>• Ability to concentrate for extended periods of time on routine tasks</li><li>• Demonstrates pro active approach</li></ul>		
<b>EXPERIENCE:</b>  Stores experience is desirable		

<b>BEHAVIOURAL COMPETENCIES: (Specific behavioural competencies needed to ensure successful job performance)</b>			
	<b>LEVEL</b>		<b>LEVEL</b>
Manage Performance	1	Manage Communications	1
Manage Oneself	½	Manage Customer Service	1
Manage Others	1	Manage Resources	1
Manage Relationships	1		
<b>SPECIAL FEATURES:</b> (any "out of norm" features of the job")			
None			
<b>JOB HOLDER:</b> Signature & Date:		<b>MANAGER:</b> Signature & Date:	

*This job profile sets out the main dimensions of the role it describes. It does not identify all individual tasks, which may be expected to change from time to time to meet operational needs.*