



Role Profile

STORES CHARGEHAND			
Reference No.	J213	Type	Individual
Service	Building Services		
Job Family	Technical	Grade	FC5

Purpose
<p>Duties will include general store keeping practices associated with the receipt, storage and distribution of goods through a warehouse complex and the logistical delivery fife wide of various goods/materials in a customer focused environment.</p> <p>Support the Prioritisation and Organising of workloads for shop floor staff in conjunction with Co-ordinator. Always comply within Health and Safety at Work legislation.</p>

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Organise and prioritise workload amongst stores colleagues and partake in all duties as required within the receipt, storage, stock control, picking, packing, issue, fitting, uplift and delivery functions within the service	Considerable knowledge of Stores and Distribution Customer Focused Business	✓	
Responsible for maintaining accurate records of all paperwork relating to the stock control and delivery functions within the service.	Educated to SCQF level 3 in Stock control/warehouse qualifications or relevant discipline	✓	
Diagnose faults and repairs ensuring quality standards of service are always met including maintenance and undertaking visual and physical checks in respect of quantity, damage, suitability and specification of all commodities.	Ability to provide a regular and effective service	✓	

E = Essential Criteria D = Desirable Criteria

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Assist the Stores Co-ordinator with the collection of waste materials and disposing redundant equipment also ensuring to eliminate waste through careful handling of stock items and efficient use of packaging materials.	Forklift truck driving permit		✓
To be responsible for delivering goods to any location ensuring goods are carried and left in a safe manner in accordance with the Risk Assessments.	Multi drop delivery and geographical knowledge of Fife area Driving licence LGV Class 2 driving licence	✓	✓
Undertaking the fitting of Community Equipment using on occasion small hand tools for adjustment.	Knowledge of Health and Safety requirements Ability to fit and adjust equipment using small hand tools (Focus on customers)	✓	✓
By reporting to the Stores Co-ordinator on a monthly basis, have constructive input into service operations and how they progress.	Customer care skills (Deliver results – See ‘How We Work Matters’ Framework)	✓	
Providing advice on service to internal customers and external partners.	Ability to work to deadlines Ability to plan and organise work schedule (Embrace technology and information)	✓	✓
Communicating and liaising with Colleagues and Service Users daily as required in delivering service objectives.	Ability to use own initiative Work as part of a team (Work together)	✓	✓
Where necessary referring/notifying any incident or circumstances requiring the attention or direction of 1 st line manager.	Work without constant supervision	✓	
Undertaking daily vehicle check lists and ensure documentation is recorded.	Ability to recognise and report basic vehicle defects (Take ownership)	✓	
Ensure work areas and vehicles always clean and tidy.			

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Maintain a professional and Helpful attitude, passing on your service knowledge and experience to other members of staff	A “can do” attitude	✓	

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Job Title (Specialists Tasks)			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:	Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results