

Position Description

Position Title	Trainee Storeperson
Position Code	CORP041
Department	Corporate Services
Division	Fleet, Depot and Stores
Reports To	Manager Fleet, Depot and Stores
Direct Reports:	Nil
Position Classification	Trainee Band of the Local Government (State) Award
Position Status	Fulltime – Managed Pathway Traineeship
Allowances	Nil
Roster / Hours	Weekly rotating roster (Monday to Friday) Early: 6.30am to 3.30pm, Friday 6.30am to 3.15pm or Late: 7.30am to 4.30pm, Friday 7.30m to 4.15pm

SPECIAL CONDITIONS

This is a two year managed pathway traineeship and as such, ongoing employment during this traineeship and an offer of a permanent position as a storeperson will require successful completion of course requirements in line with the course requirements and timeframes.

REPORTING STRUCTURE OF THE POSITION

Manager Fleet, Depot and Stores	
↑	
Purchasing Officer	
↑	
Storeperson	Trainee Storeperson

PRIMARY PURPOSE OF THE POSITION

Reporting to the Purchasing Officer the aim of this position is to assist the Storeperson to provide advice and delivery of stores and depot management, including ordering, reconciling, data management and customer service to Council in a cost effective, efficient and high quality way. The role operates a range of plant and equipment to seamlessly deliver required materials for Council's operations, and is responsible for aiding in the management of all WHS risks in relation to the stores and the depot yards.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Assisting with ordering of stock for store, distribution of stock and equipment to staff, including end-to-end process management of requisitions, reconciliation, stock management and stocktake and receipting of goods.</i>	70%
<i>Communicating with sales representatives, community members, contractors and suppliers related to ordering, sales and enquiries.</i>	20%
<i>Assisting with the maintenance of the depot store, yards and application of general warehousing efficiency and housekeeping at all times.</i>	10%

POSITION RESPONSIBILITIES

***UNDER THE GUIDANCE OF STOREPERSON AND COMMENSURATE TRAINING**

- Assist the Storeperson to prioritise and organise the activities of the store to ensure the effective allocation of resources, skill availability and appropriate training and licences to operate equipment prior to release;
- Assist in the allocation of inventory and equipment to Council staff to provide effective support to the activities of all operations and to provide an efficient and cost effective service to Council;
- Assist in the receiving and storage of a wide range of materials, tools, parts and equipment to ensure the layout of the store is logical and supports the easy access of regularly sourced store items. Focussed on efficiency, waste reduction and high quality, safe operations;
- Assist in maintaining a highly detailed and accurate inventory of items received and issued to provide a clear and auditable record of the operations of the store;
- Assist in ensuring that stakeholders are compliant and risk is minimised in all interactions in regards to Chain of Responsibility (CoR) requirements and legislation. It is the responsibility of Council and the employee to remain up to date on CoR training and information;
- Assist in preparing and maintaining a register of standards and specifications for regularly used items in consultation with the end users to ensure effective support is provided for their activities;
- Assist in investigating and sourcing a range of store items to ensure that the appropriate balance between cost and quality is maintained. Engage positively and ethically with suppliers, contractors and other vendors related to Council activity at the stores;
- Assist in the operation of a range of plant and equipment to support the operation of the store and the yards;
- Assist in the application of specialist knowledge in the operation of the store, warehousing principles and operational efficiency to ensure quality outcomes;

- Check the safe operation of all features of any plant operated, prior to commencing work each day, including test and tag status and maintenance, general WHS with all equipment, tools and materials;
- Assist the Storeperson to answer enquiries from staff and report issues for further action, where appropriate, to provide a high level of customer service;
- Assist with administrative tasks, using the purchasing and reconciliation systems to be efficient and diligent in handling paperwork, purchase orders and compliance with relevant stores-related policies in this area;
- Assist in regulating, monitoring and maintaining the PPE and uniform available through the stores, following corporate policies and raising issues proactively with Supervisors, Human Resources and the Chief Financial Officer as needed;
- Represent Council positively in all external dealings, with a professional, prompt and efficient service related to activities in the stores and our operational work areas;

Organisation – Operations

- Ensure compliance with the WHS Act 2011 and its regulations, including:
 - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
 - Wear protective clothing or equipment in the manner intended (if required);
 - Take reasonable care for the health and safety of all persons who are at their place of work;
 - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
 - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant Supervisor, Manager, or Manager People and Strategy;
 - Cooperate with the supervisor in the measures taken to ensure Work Health and Safety;
 - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
- Participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in, either injury to persons or damage to property, or human resource implications so that remedial action may be effected promptly;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
- Assess and improve work practices and procedures on a continuous basis to achieve Council's goals;
- Comply with all Council's policies and procedures and Code of Conduct;
- Complete other duties as directed by the nominated Supervisor;

- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

KEY RELATIONSHIPS

Who	Why
Internal	
Manager Fleet, Depot and Store	Manager
Purchasing Officer	Direct Supervisor - Support, knowledge and guidance
Storeperson	Colleague - Support, knowledge and guidance
Supervisors and Team Leaders	Partner to deliver a service with regular feedback on issues and matters impacting on productivity
Contractors and suppliers	Partner with suppliers to ensure ethical, high quality and safe operations with Council, and monitor their performance and quality when accessing the stores or plant.
Council Staff	Communication with Engineering Staff

POSITION CAPABILITIES

LGNSW Capability Framework		
Capability Group	Capability Name	Level Required
 Personal Attributes	Manages Self	Intermediate
	Displays Resilience and Adaptability	Adept
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Intermediate
	Works Collaboratively	Adept
	Influence and Negotiate	Foundational
 Results	Plan and prioritise	Intermediate
	Think and solve problems	Intermediate
	Create and Innovate	Foundational
	Deliver Results	Intermediate
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate

PERSON SPECIFICATION

Essential

- Demonstrated interest in warehousing and project coordination;
- High level of learning agility and willingness to work hard to learn new tasks rapidly;
- Calm, resilient and patient when learning new things and solving problems;
- Proven experience (of any kind) with frontline customer service (work experience or community involvement/volunteering);
- Proven ability to participate effectively as a team member;
- Organisational skills with the ability to prioritise multiple work tasks;
- Effective written and oral communication skills with experience relating to people at all levels;
- Evidence of being able to complete (tertiary) study in Warehousing independently, including online technology and learning;
- Class C (Standard) Drivers Licence.
- Ability to obtain licences/tickets or competence in:
 - Construction white card
 - Forklift
 - Backhoe/Loader
 - Test and Tag
 - First Aid
 - Chainsaw

Authority and Accountability

- Worker level responsibilities in regards to WHS Legislation

EQUIPMENT REQUIRED FOR THE POSITION

- PC;
- Phone
- Mandown Pendant

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check	Yes / No
Does this position have a Financial Delegation	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification	Yes / No