

	JD –Store Person		
	Doc No: JD2f	Version No:1.0	
	Issue Date: May 2015	Next Review:	
	Owner: Training & Development Co-ordinator		
	Approved By: National Operations Manager		

JOB DESCRIPTION

For internal use only

STORE PERSON

Purpose: To manage both inward and outward stock movement whilst maintaining accuracy and integrity of data to achieve quality standards and customer service levels aligned with Alspec Vision.

Reports to: Warehouse Operations Team Leader

Direct Reports: N/A

Key Relationships: Branch Warehouse staff

ROLE PROFILE:

KEY AREAS OF ACCOUNTABILITY
<p>Warehousing</p> <ul style="list-style-type: none"> • Carry out warehouse tasks which may include, but not limited to, receiving and putaway, replenishment, picking and packing orders, and cycle counting. • Adhere and enforce Alspec OH&S Policies & Procedures including PPE requirements • Ensure goods are handled in a safe and orderly way in accordance with Alspec manual Handling SWPs • Ensure Work Tasks are processed accurately and within the time frame required • Ensure daily tasks lists are carried out in a timely and efficient manner to achieve your team objectives • Handle all goods with care to minimise damage
<p>Teamwork</p> <ul style="list-style-type: none"> • Carry out daily activities as directed by Warehouse Supervisor to ensure customer service excellence, high productivity and a safe work environment • Be proactive within the team by providing good support, morale & fun environment to work in • Maintain all company equipment in your care to a high standard of excellence reflecting the company brand, image and quality • Communicate workflow issues to the Team Leader • To be flexible as possible with working hours at times of heavy workload
<p>Housekeeping</p> <ul style="list-style-type: none"> • Ensure the quality of the product and storage condition is maintained at the highest possible standard • To keep the working areas / racks free of hazards, reporting any potential dangers to the Warehouse Manager as soon as they arise

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AUTHORISED TO:

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|---|
| <ul style="list-style-type: none"> • Act within Alspec Policies & Procedures |
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PERSON SPECIFICATION:

	ESSENTIAL	DESIRABLE
Education / Qualifications	<ul style="list-style-type: none"> • Year 10 or equivalent • Cert I or Cert II Warehousing Operations • Successful completion of Load Restraint training • Successful completion of Manual Handling Training 	<ul style="list-style-type: none"> • LMA Challenge of Leadership/Cert III Warehouse Operations • Forklift licence • Proficient use of Microsoft Office & associated applications
Work Experience	<ul style="list-style-type: none"> • Experience working in a warehouse • Experience working in a customer focused environment 	<ul style="list-style-type: none"> • Experience of hand held scanners
Core Skills & Competencies	<ul style="list-style-type: none"> • Good verbal communication skills • good organisational skills • Flexible in response to work priorities and issues • Attention to detail and accuracy • to be able to work as part of a team 	<ul style="list-style-type: none"> • Willingness to undertake further education & training to develop knowledge and skills