



POSITION DESCRIPTION

Stores Assistant

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| POSITION | Stores Assistant |
| EMPLOYMENT CONDITIONS | <i>Queensland Local Government Industry Award (Stream B) – State 2017</i> <i>Richmond Shire Council Certified Agreement – 2018</i> <i>Queensland Employment Standards</i> |
| SECTION / DEPARTMENT | Stores / Works & Services |
| LOCATION | Richmond Shire Depot, Stores Office |
| REPORTS TO | Stores Officer |
| SUPERVISES | NIL |

POSITION OBJECTIVE

- Assist the Stores Officer with the facilitation off the purchase of goods and services for all departments in accordance with Council's Purchasing Policy and Procedures; and manage, organise and control the stores system within the Council Depot.

KEY DUTIES AND RESPONSIBILITIES

Key Duties

- Maintain a clean and tidy store.
- Maintain a clean and weed free area around stores shed.
- Ensure that goods and services ordered are delivered in accordance with specifications.
- Accept and unload all deliveries to stores.
- Once deliveries have been matched with purchase order, unpack stores items into stores shed.
- Ensure all store items are signed for before being removed from stores shed.
- Control fuel issue to/from the bulk fuel trailers and fuel tanks.
- Delivery of stores items to Council facilities.

Assist Stores Officer when requested

- Investigate supply sources and quotation and negotiate purchase/supply of materials and services following the Council's Purchasing Policy.

- Investigate local suppliers, Local Buy and others for quotations.
- Liaise with requisitioning officer/supervisor in relation to alternative products, sources of supply, best freight option etc. Refer to the store item for last purchase price.
- Prepare purchase orders and sign off when goods received.
- Perform electronic ordering procedures as agreed and directed by Council.
- Ensure there is a dollar value on all purchase orders raised (exceptions applicable to urgent orders only as per supervisor's approval). This enables identification of a committed order in job costing.
- Enter goods received from packing slips or invoices
- Match quotes, requisitions, and pass on to the Creditors Officer for invoices receivable and payment processing.
- Attend to any problems with regard to quality, delivery, invoicing etc.
- Review the Outstanding Orders reports weekly for any orders awaiting delivery. Contact the supplier of following up delivery and amend the delivery date in PCS and advise the requisitioning officer, i.e. aim to have zero outstanding orders at all times.
- Liaise with requisitioning officer regarding outstanding orders, and amend delivery date where necessary.
- Review and action the waiting transport report, unpaid receipts report monthly for any outstanding items and follow up
- Maintain control of the Stores master file details including descriptions, supplier, re-order levels.
- Annually audit the Stores master file for unused stores or stores no longer needed and errors.
- Responsible for organising quarterly stocktakes with the Manager Finance & Administration.
- Ensure all items located in the Store are entered into various relevant council software programs.
- Responsible for doing spot stock takes on items that regularly show up a difference to stores system including fuel trailers.
- Control purchase and issue of uniforms and safety equipment as per Council Policies.
 - Facilitate the hiring in and out of store of Council's floating plant in accordance with directions and requirements of the Council Works Co-ordinator.
 - Arrange necessary repairs and maintenance with the Workshop on any Floating Plant under the stores control.
- Review and update the stores person procedures documents annually.
- Identify and make recommendation to Director of Corporate Services of items that can be bought into store that re currently being purchased by Council or in unofficial store place.
- Identify and make recommendation to Director of Corporate Services of any alterations need to the stores building or shelving.

- Recommended and report any opportunities for improvement and saving to Director of Corporate Services or Chief Executive Officer.
- Test and tag all council electrical equipment and cords as required.
- Other duties and directed.

WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES

All workers have a duty to familiarise themselves with and comply with statutory and Richmond Shire Council Workplace Health and Safety (WHS) requirements, including the WHS Management System, and WHS policies, procedures and work instructions.

In fulfilling this duty, workers are to:

- Take reasonable care for their own health and safety
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- Cooperate with all reasonable instructions, policies and procedures of Council, and follow safe work practices
- Identify hazards, conduct risk assessments, and take corrective actions to eliminate hazards where possible in the workplace, and/or report hazards and risks promptly to their Supervisor
- Establish and maintain a high standard of housekeeping and cleanliness within individual work areas and on Council property generally
- Report promptly to their Supervisor and assist with the investigation of all incidents within the workplace, including minor injuries, near-miss incidents and property damage.
- Report any incidents of bullying and/or harassment in the workplace promptly to their Supervisor or higher management
- Attend Toolbox talks, daily pre-start meetings and workplace health and safety training as required
- Correctly use and maintain tools, equipment and vehicles/plant
- Report any worn out or defective tools or equipment or problems regarding tools and equipment promptly to their Supervisor
- Correctly use and maintain all personal protective clothing and equipment supplied by Council
- Report any worn out or defective equipment or problems regarding Personal Protective Equipment promptly to their Supervisor
- Operate equipment and machinery with guards and safety controls operating and in place at all times
- Report promptly to their Supervisor if the employee does not have appropriate ticketing, licensing or training to undertake any designated task
- Report all problems with plant and equipment promptly to their Supervisor
- Report all problems with manual tasks, including signs of discomfort, promptly to their Supervisor

- Be familiar with the location of first aid kits, fire safety equipment, evacuation procedures, assembly points and key WHS personnel (e.g. Health and Safety Representatives, Fire Wardens, First Aid Officers)
- Participate in workplace health and safety activities such as inspections, investigations, evacuation drills, meetings and risk assessments as required from time to time
- Report promptly to their Supervisor any physical or psychological conditions that may affect their ability to safely perform their duties
- Assist in the return to work process for themselves or any work colleagues following injury
- Do not misuse or interfere with anything which is provided in the interests of workplace health and safety
- Participate in workplace health and safety consultation meetings to discuss workplace safety in the department, in accordance with the *Consultation, Cooperation and Coordination Code of Practice 2011*.

SKILLS, KNOWLEDGE, ABILITIES & EXPERIENCE

Essential:

- Proven knowledge of computer, including competent with Word, Excel, MS Office, Internet and other relevant Council software program or ability to acquire this knowledge.
- Understanding of the principles of Stores Management, Supply and Purchase and Accounting.
- Knowledge of Council Purchasing Policies and Procedures and any relevant Local Government Act requirements, or ability to acquire this knowledge.
- Excellent organisation skills.
- Proven knowledge of office procedures such as filing, letter layouts, telephone, reception procedures/protocols, and operate equipment.
- Purchase and Stores management skills.
- Demonstrated high level of interpersonal communication skills.
- Ability to work with minimal supervision.
- Ability to co-ordinate workload in order of priority.

PERFORMANCE STANDARDS

- Minimal stock variance at stock takes.
- Revision of outstanding orders weekly, maximum of 10 outstanding orders at any one time.
- Performances standards will be monitored by average number of days are outstanding.
- Procedure documents developed and updated semi-annually.
- All stores to have re-order levels.
- Maintenance of clean and tidy store.

OTHER REQUIREMENTS AND CONDITIONS

- Working in the heat, standing for extended periods and performing repetitive manual handling, twisting, turning and bending are requirements of this position.
- Camping out may be required when working with other crews.

DELEGATED AUTHORITY

- Not applicable

INTELLECTUAL PROPERTY

Any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagrams, image, improvement or idea discovered, developed or produced by the employee in the course of employment is the sole property of Council and Council shall unless otherwise agreed have the exclusive right to use, adapt, patent and otherwise register it.

The employee following discovery, development or production of any literary work, computer program, invention, design, patent, copyright, trademark, photography, diagram, image, improvement or idea, shall immediately report it to Council to enable Council to ascertain whether it was discovered, developed or produced wholly outside and wholly unconnected with the course of employment.

The employee hereby assigns to Council by way of future assignment all copyright, design, design right and other property rights (if any) in respect to any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagram, image, improvement or idea developed by the employee in the course of employment.

The employee agrees that he/she will at the request and expense of Council complete all necessary deeds and documents and take all action necessary to vest any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagram, image, improvement or idea developed by the employee in the course of employment and obtain for Council the full benefit of all patent, trademark, copyright and other forms of protection throughout the world.

INFORMATION MANAGEMENT

The employee will comply with and effectively implement all legislative requirements and relevant Council Policies and Procedures pertaining to the collection, storage, use, disclosure, distribution and transfer of information, documentation and records that the employee produces, collects or is otherwise exposed to or becomes aware of through their employment with Council. With regard to personal information, the employee will collect only that information which is needed for a lawful purpose related to Council's functions; issue verbal and/or written Collection Notices for the collection of personal information; and maintain current and accurate records. In addition, the employee will not intrude unreasonably on an individual's private life or use illegal or unfair means to collect personal information, and will otherwise comply with the *Information Privacy Act 2009* and Council Policies and Procedures.

The employee will not divulge any confidential information about Council either during or after the term of their employment with Council.

"Confidential information" shall include any and all confidential information, data, reports, operations, dealings, records, materials, plans, statistics, finances, or other agreements and things (other than that which is already in the public domain), whether written or oral and of whatever type or nature relating to property, assets, liabilities, finances, dealings or functions of Council or any undertaking from time to time carried out by Council.

AUTHORISATION

Chief Executive Officer: Mr Peter Bennett – Chief Executive Officer

Signature: _____

Date Originated: 26 July 2016

Date Modified: 07 January 2020

Employee: _____

Signature: _____

Date Signed: _____