

Job Description Template			
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Stores Supervisor – SIS Kirkby

Department/location:	Specialist Industrial Services Kirkby,
Hours of work:	06.00 – 16.30, Monday – Friday 50 hours per week: 8 hours per day Monday-Friday plus overtime as required to meet the needs of the business including nights and weekends
Reports to:	Operations Manager
Holiday:	20 days plus 8 bank holidays PA
Other benefits:	Company pension after three months Company bonus scheme Death in Service Benefit

General:

To undertake works in connection with the issuing of store's material and the maintenance of stock, to include purchase orders and receiving goods. To carry out deliveries and collection of materials to and from various locations within Future's geographical area. To support the Industrial Services operations on an ad hoc basis by acting in the role of Industrial Services operative

Main Duties:

- Creation of purchase orders and recording goods inwards / outwards
- Ensure that goods are checked off in an accurate and timely manner and check for damages and quantity.
- Ensure full traceability of all stored materials/items
- To take delivery of goods delivered into FIS stores, with the use of forklifts where required. Ensure checks to verify stock levels for re-ordering are accurate and appropriate.
- Assist with stock checks when required.
- Ensure an accurate record of PPE stocks are maintained along with issued and returned dates for individuals.
- To work under own initiative.
- Keep stores/depot yard clean and tidy.
- To get materials out ready for collection by drivers and operatives and for the issuing to jobs.
- Maintain good timekeeping.
- To make deliveries to and collections from various locations within FIS's geographical area.
- To ensure the safe loading and unloading of materials onto vehicles and assisting colleagues in this task where necessary.
- All materials must be secure on the vehicles to enable safe transportation and to avoid any loss or damage.
- Be prepared for flexible working including out of hours work.
- To unlock / lock up the yard and stores as required.
- Work records, timesheets, and all relevant documentation to be completed daily/weekly and returned to the local office by Monday each week.
- To support the Industrial Services operations on an ad hoc basis by acting in the role of Industrial Services Supervisor or Driver.

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General H&S Responsibilities:

- Comply with Health & Safety requirements: as per training, policies, procedures, risk assessments, method statements, safe systems of work etc.
- Actively seek to improve safety culture.
- Report any H&S issues/accidents/near misses to your line manager immediately.

Other General Responsibilities:

- Attend training as required to maintain personal qualification/competence.
- Comply with the Company Equal Opportunities Policy and promote equality.
- Any other duties as required by line management, commensurate with the post holder's level of training and competence.

Person Specification

Qualifications/Training	E / D	How assessed***
Knowledge of stores management techniques and systems	E	CV
Knowledge of COSHH datasheet and hazardous materials handling	E	CV
Drive Forklift Trucks	D	CV
CCNSG Safety Passport	D	CV
Supervisor Passport to Safety LATS/SSSTS	E	CV
Working in Confined Space to C+G 60150-03 (High Risk)	E	CV
Water Jetting (WJA Safety Awareness/ Surface Preparation/Drain & Sewer modules as required)	E	CV
Confined space rescue to C+G 6150-05 (for rescue team duties)	E	CV
National Water Hygiene Card (for blue water sites)	E	CV
Experience		
Experience of working in a similar role, involving work in stores, driving and yard responsibilities for a minimum of two years,	E	CV/I
A knowledge of good practice relating to Health and Safety Regulations	D	CV/I
Working in the Waste Industry	D	CV/I
Specific Post Knowledge/Skills		
Driving Licence	E	CV/I
Good customer communication skills (telephone, written)	E	CV/I
Computer literate (Excel, Word, Outlook)	E	CV/I
Good organisational skills	E	CV/I
Good decision making	E	CV/I
Conversant with Future Industrial Services Health & Safety Policies and Procedures		
Personal Characteristics		
Polite	E	I
Calm under pressure	E	I
Work well as part of a team	E	I
Conscientious to ensure all compliance responsibilities are fully met	E	I

*Essential or Desirable

**Essential but may be achieved post-employment

***Application Form or CV; Interview; Presentation; Practical Assessment