

POSITION DESCRIPTION	
Title:	Storekeeper
Group	Finance
Reports to:	Purchase and Supply Officer
Grade:	9
Hours:	38 hours per week
Vehicle:	No
Pre-placement Medical:	Yes
National Criminal Check:	Yes
WCCC Check:	Not Required
Position Purpose	
To assist Council's Purchasing and Supply Officer to manage and supervise Council's store to provide the necessary stores and materials for the operation of Council's activities.	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Warehousing and Logistics Certificate or relevant work experience • Demonstrated experience in storekeeping • Ability to work as part of a team and with minimal supervision • Good customer relations with the ability to communicate effectively to the public, co-workers and management • Ability to follow instructions and work procedures • General knowledge of Store Purchasing Procedures • Ability to operate a computerized stock control system • Physically capable to perform repetitive tasks • Experience in making suggestions for improvements to a quality management system or suggestions for other business improvements • Current Class C Driver's License • Forklift Ticket • WHS General induction for Construction work in NSW Certificate • Ability to pass National Police Check 	

Desirable:

- First Aid Certificate
- Experience in dealing with suppliers
- Experience working in Local Government
- Experience with Technology One software

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

- Issuing of stores, materials and small plant to staff. Delivery of stores and materials to Civic Centre, RFS, Pools, Libraries and other areas of Councils business units as required.
- Ensuring correct stocks items are ordered and stock levels are maintained accordingly.
- The training of Stores relief staff as required.
- Dispatch and receiving of goods to & from carriers.
- The checking of received goods against invoices or delivery dockets to ensure correct quantities received.
- Maintenance of Council's computerised inventory control system, including re-ordering of Store items as required.
- Assisting the Purchasing and Supply officer in the processing of purchase orders.
- Manage Council's fuel requirements through weekly reporting on all our sites including Depot, Waste Depot and the Shellharbour Links.
- General maintenance and constant improvement of stores operations and service.
- All general office duties including relieving for the Purchasing Officer when on leave. The daily updating of Small Plant Database, the data entry of our stores inventory issues and returns, input of new vehicles and Staff cards and the disposal of fleet into our Fuel Management System as required.
- The organisation of Small Plant and obsolete items to send to auction for disposal.
- Forklift operation as required to load and unload deliveries/dispatches from the Depot.
- Locking and unlocking of store each day, and the setting of alarms.
- Ensure all small plant is allocated for and serviced regularly and/or repaired on a regular basis.
- Preparation for the Council Stores 6 monthly stocktakes and constant cyclic stocktakes to ensure accuracy of Stores database.

Work Health & Safety

- Required to take reasonable care of self and others in the workplace
- Cooperate with all health and safety policies and procedures agreed to by management and staff
- Report any unsafe conditions that are identified
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

Accountability and Behaviours

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

Organisational Values

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councillors, Customer and Council.