

ROLE PROFILE

POSITION	Stores Operative		
TEAM	Coastline Services Limited	LOCATION	CSL Depot
VERSION	1	LAST UPDATED	April 2019

PURPOSE OF ROLE

Responsible for ensuring that the CSL Storage Depot remains in a Clean and serviceable condition, is supervised at all times and that all materials entering the company are checked and stowed correctly.

KEY ACCOUNTABILITIES

1. Responsibility for the running of the depot and all related activities.
2. Management of all skips on site.
3. Receive deliveries of all materials entering the depot and contact the relevant person to arrange collection.
4. Administer and monitor in accordance with Company procedures the Portable Appliance Testing Log.
5. Administer and monitor, fire extinguishers, fire alarm system and emergency lighting of the Depot.
6. Maintain a written database of all Company assets relating to Plant & Equipment, tools, and hire.
7. Responsibility for the distribution of core materials and PPE, assist with stock control, distribution and maintain relevant records.
8. Any other duties consistent with the grade and general responsibilities of the post, as may be required from time to time by nature of changes to the business or the need to develop new streams of work.

GENERAL OBLIGATIONS (THIS IS STANDARD FOR ALL ROLES)

1. Represent the Company positively with all clients and business contacts.
2. Service and support the Company as requested.
3. Establish, develop and maintain effective working relationships with all work colleagues.
4. Ensure compliance with the Company's Health, Safety and Environmental policies and procedures.
5. Continually promote equal opportunities and customer care in full compliance with the Company's policy and standards.

REPORTING

- Reports to the Fleet & Plant Manager

CONTACTS

Internal

- Directors and Managers of CSL.
- Supervisors of CSL.
- Administrative and finance support staff as required.
- CHL maintenance and customer service staff.

External

- Customers and potential clients of CSL.
- Local Authorities, construction companies, service providers, housing associations etc.

PERSON SPECIFICATION

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QUALITY	ESSENTIAL	DESIRABLE
Personal Skills	<ul style="list-style-type: none"> • Demonstrate behaviours in accordance with Coastline's values: <ul style="list-style-type: none"> ✓ Put our customers first ✓ Be open, honest and accountable ✓ Value each other ✓ Strive to be the best • Ability to work in a team • Highly motivated • Ability to self manage • Flexible approach • Good communicator • High standards of professionalism and personal integrity • Commitment to equality and diversity 	
Education & Qualifications	<ul style="list-style-type: none"> • Good basic level of education • CSCS Card (Required to obtain once in role if not already held). 	<ul style="list-style-type: none"> • PAT Testing Qualification • First Aid qualification
Experience, Knowledge and Understanding	<ul style="list-style-type: none"> • Experience of Health, Safety and Environmental procedures • Stores operations and stores records 	<ul style="list-style-type: none"> • General understanding of stores work. • Local housing knowledge
Job Related Skills	<ul style="list-style-type: none"> • Use of plant and equipment • Ability to solve problems, make effective decisions • IT literate and understanding of mobile working technology 	<ul style="list-style-type: none"> • Ability to prioritise work, meet deadlines and targets, problem solve.

Other	<ul style="list-style-type: none">• Must be committed to the Company's Equal Opportunities Policy both in service provision and employment practice• Be prepared to work and provide support outside core office hours.• Full driving licence	
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