

Role Profile – The What, The Where, The How

POSITION	Stores Supervisor		
TEAM	Coastline Services Limited	LOCATION	CSL Depot
VERSION	1	LAST UPDATED	June 2024

THE PURPOSE OF THIS ROLE IS TO

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

Specific Accountabilities – The Brass Tacks

In the role, day to day, you'll be responsible for:

1. Responsibility for the running of the depot and all related activities. Management of all skips on site.
2. Recording, checking and receiving deliveries of all materials entering the depot and contacting the relevant person to arrange collection.
3. Administer and monitor the Portable Appliance Testing Log in accordance with company procedures.
4. Administer and monitor the plant and ladder registers in accordance with company procedures.
5. Administer and monitor fire extinguishers, the fire alarm system and the depot's emergency lighting, to include checking equipment and carrying out fire drills.
6. Maintain a written database of all company assets relating to plant and equipment, tools, and hire. Responsibility for the distribution of core materials and PPE, assistance with stock control, distribution and maintain relevant records for the Coastline group.
7. 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.

Person Specification – The Who

PERSONAL SKILLS AND QUALITIES

At Coastline we are more concerned with how you work and what you bring to the role over formal qualifications or criteria. Specifically, what we're looking for is someone who:

- Demonstrates behaviours in accordance with Coastline's values:
 - Put our customers first
 - Be open, honest and accountable
 - Value each other
 - Strive to be the best
- Ability to work in a team and able to self-manage and be highly motivated
- High standards of professionalism and personal integrity. A commitment to equality and diversity, together with being able to communicate well.
- Good basic level of education. CSCS Card (Required to obtain once in role if not already held).
- Computer literate with experience of IT databases. Experience of health, safety and environmental procedures. Understanding of stores operations and stores record-keeping
- Has a full driving licence and a satisfactory Basic DBS check;
- **Some experience in the following would be an advantage:**
 - PAT Testing Qualification
 - First Aid qualification
 - Local housing knowledge
 - Ability to prioritise work, meet deadlines and targets, problem solve.

General Obligations – For All Of Us

1. Represent the company positively with all external agencies.
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 and safety 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
- Responsible for the Stores Operative

CONTACTS

Internal

- CSL directors and managers
- CSL supervisors
- 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.

