



Role Profile – The What, The Where, The How

POSITION	Stores Operative		
TEAM	Coastline Services Limited	LOCATION	CSL Depot
VERSION	2	LAST UPDATED	Feb 2022

THE PURPOSE OF THIS ROLE IS TO

Assist the store foreman, 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.

Specific Accountabilities – The Nitty Gritty

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

1. Assisting in the running of the depot and all related activities.
2. Assisting in the management of all skips on site, including helping operatives to remove waste from their vehicles and segregate it to skips.
3. Helping CSL operatives and supervisors with stowing new stock items in their vehicles.
4. Receiving deliveries of materials entering the depot and contacting the relevant person to arrange collection.
5. Administering and monitoring the Portable Appliance Testing Log in accordance with company procedures.
6. Assisting with the monitoring of fire extinguishers, the fire alarm system and emergency lighting at the depot.
7. Assisting with the distribution of core materials and PPE, and assisting with stock control and distribution and maintaining 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 – For All Of Us

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 Stores Supervisor

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 – The Who

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QUALITY	ESSENTIAL	DESIRABLE
:	<ul style="list-style-type: none"> • Demonstrate 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 • 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"> • 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 and make effective decisions 	<ul style="list-style-type: none"> • Ability to prioritise work, meet deadlines and targets, and solve problems.
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. • Possess a full driving licence • Provide a satisfactory basic DBS check 	

