



Job Description

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St. Helens Council

Post:	Apprentice Storekeeper
Department:	Chief Executives Department
Grade:	£129.50 per week
Responsible to:	Storekeeper(s)

Purpose of the Post:

- To support the Storekeepers to ensure the provision of an efficient, effective and responsive stores service and to help assist in the appropriate systems relating to all aspects of storekeeping. This will involve manual and clerical work with some supervision in the issuing, receiving and recording of materials in satellite stores hub operations, whether by manual means or Electronic Stores System.
- This would include the physical handling of stores stock in regard to the inventory control in the issuing and receiving function. Work of this class involves receipt, storage and distribution of goods for satellite hub stores facilities. General instructions and established procedures govern major aspects of the work but the Apprentice Storekeeper is responsible for supporting proper storekeeping methods in managing the physical storage. Undertake periodic stock checks of inventory against issue records and monitor condition of stock in conjunction with the Storekeepers and other nominated staff.

Duties and Responsibilities:

The apprentice role will be to support the Storekeepers in:

1. Maintaining all established systems for recording all documentation received by stores.
1. Subsequent use of records on a basis for provision or advice to the Storekeepers as required.
2. Undertaking a perpetual and annual inventory programme to control stock in accordance with the Council's Accounting Instructions.
3. Reporting stock discrepancies or disposal requirements in accordance with the above or otherwise to the Storekeeper/Senior Storekeeper.
4. To support the Storekeepers within the Stores/Transport and Stock yards/areas, including both manual and computerised records.



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5. The responsible safe delivery of the stores function using a range of vehicles and devices e.g. forklift/pallet trucks or other handling devices, JCB telehandler, Linde E11 forklift, Linde Citi Truck, Euroclamp Fork Rotator and Block Grab, various manual pallet trucks.
6. To Initiate requisitions to replenish stock on the basis of material on hand in relation to departmental use. Maintain agreed stock levels to ensure all functions/services are adequately provided for.
7. Inspect and participate in cleaning assigned storerooms
8. Accurate forklift driving of JCB and Linde E11 to ensure minimal product damage on receipt of stock and prior to issuing.
9. Complete daily/monthly/annual checks as required for mechanical handling equipment utilised in the stores operation in conjunction with Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).
10. To support the Storekeepers and maintain/manage the stores function in their absence.
11. To support the Storekeepers in reviewing the stores process and support in developing and implementation of service improvement to the operation.
12. To support the Storekeepers in recommending/developing/installing and testing future upgrades of the electronic stores system,
13. To support the Storekeepers in managing the Councils Corporate Paper Store facility and assist in the accredited disposal process in line with Data Protection Policy and Code of Practice. To record and store documentation (including sensitive and confidential information) for Statutory retention periods, ensuring ease of retrieval as requested.
14. To support the Storekeepers in the safe handling and notification of direct materials offloaded by the Stores/Transport Department.
15. To liaise with procurement in relation to stock problems and supply issues in relation to replacement items and item specification and checking supplier delivery and compliance to the specification.
16. To liaise with suppliers in relation to timely delivery of replenishment stock.



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Other duties:

- To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
- To be responsible for the implementation of the Council's Health and Safety Policy and associated safe working procedures and guidelines. To contribute towards the identification and management of risk within the service area.
- To communicate the Health and Safety Policy, procedures and guidelines to all employees and contractors under the management/supervision of the post holder. To monitor compliance with the policy, procedures and guidelines, keeping appropriate records as required.
- To comply with the Council's Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.
- To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
- To comply with the Council's Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy).
- The post holder will be expected to operate in a flexible manner and participate in all activities which contribute to the overall effectiveness and Promotion of the Corporate Procurement Unit.

This post is not subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.

Date Prepared: January 2018

Date reviewed:



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