

### Job Description Storeman (Estates)

| Post Title: Storeman                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Post Reference: | Salary Level:<br>SCL Grade C (£28,782)                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Summary of the Role:</b> The Postholder is responsible for the overall control, management and safeguarding of stock and purchases in the Estates Department, requisitioning, checking and receipting goods to maintain stock and non-stock levels to enable efficient service delivery.                                                                                                                                                                                                                                                                                                                                                                                                   |                 | <b>Reports to:</b> Mechanical and Electrical Engineering Officers<br><br>Operationally day to day – Estates Workforce Manager                                                                                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                 | <b>Base / Location:</b> Darlington Memorial Hospital<br>Hollyhurst Road, Darlington DL3 6HX                                                                                                                                   |
| Key Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                 | Working Relationships & Contacts                                                                                                                                                                                              |
| <ul style="list-style-type: none"> <li>• Ensure correct stock levels are maintained with documented evidence of stock control and use</li> <li>• Ensuring goods are stored in a safe and easily accessible manner, including out of hours service controls</li> <li>• Requisition stock/non-stock items using the Cardea system</li> <li>• Check goods upon delivery, inspect for damage, compare to purchase order and receipt using the Cardea system</li> <li>• Retain and maintain delivery notes filing system</li> <li>• Retain and maintain service/maintenance reports filing system</li> <li>• Monitor and control best value on calibration certification, data control.</li> </ul> |                 | <ul style="list-style-type: none"> <li>• Mechanical &amp; Electrical Engineers</li> <li>• Building Officers</li> <li>• All Maintenance Craftsperson's</li> <li>• External Contractors</li> <li>• Customers/Clients</li> </ul> |
| Job Dimensions:<br>(Problem solving, decision making, impact, resource management including value, working environment, responsible for staff & equipment)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                 | Performance Measures and KPIs                                                                                                                                                                                                 |
| <ul style="list-style-type: none"> <li>• Able to work independently and on own initiative to manage workload</li> <li>• Able to provide, receive and interpret routine/technical information</li> <li>• Able to work in adverse environmental conditions (i.e. ducts, restricted spaces, boiler house, inclement weather, etc.)</li> <li>• Ability to support the wider team as-and-when required, training will be given.</li> <li>• Supporting the filter delivery process (energy centre),</li> <li>• Meter readings across the site</li> <li>• Keeping a Record and updating the COSHH Register.</li> </ul>                                                                               |                 | <ul style="list-style-type: none"> <li>• Communication skills</li> </ul>                                                                                                                                                      |

|  |  |
|--|--|
|  |  |
|--|--|



| <b>Person Specification:</b><br><b>(Please state Essential (E) or Desirable (D))</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                         |                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <b>Knowledge &amp; Skills:</b> <ul style="list-style-type: none"> <li>• Must be able to work and act on his/her own initiative with minimum supervision (E)</li> <li>• Possess the ability to work and communicate effectively in a pleasant manner with all other staff across SCL contracted sites (E)</li> <li>• Must be able to communicate positively with customers, patients and staff from other departments &amp; organisations (E)</li> <li>• Must be adaptable and flexible in all areas of work (E)</li> <li>• Be fully aware of Health &amp; Safety responsibilities relating to their work and possess sufficient technical knowledge to avoid any danger to themselves, colleagues or users of any SCL contracted sites (E)</li> <li>• Be able to provide and receive routine and technical information from colleagues and non-technical staff to enable safe use of complex hospital equipment (E).</li> <li>• Provide advice or instruction on safe use of equipment to non-technical staff, carers or</li> </ul> | <b>Experience</b> <ul style="list-style-type: none"> <li>• Maintenance experience in hospitals or a similar environment (D)</li> <li>• Good customer services and customer interaction (E)</li> <li>• Previous experience of stock control and IT systems(D)</li> </ul> | <b>Qualifications</b> <ul style="list-style-type: none"> <li>• Current UK driving licence (E)</li> </ul> |

|                              |                                                                                                                                                                                                        |  |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| patients (E).                |                                                                                                                                                                                                        |  |
| <b>Core Behaviours</b>       | Team player<br>Ability to organise own workload on occasions.<br>Able to work in sensitive manner in and around patient environments (e.g. mental health units). Patient/<br>Customer service focused. |  |
| <b>Leadership Behaviours</b> | Shows initiative<br>Manages and plans work<br>Delivers and to required standards                                                                                                                       |  |