



# Role Profile

## STOREPERSON/DRIVER

Reference No.	I553.01	Type	Individual
Service	Building Services		
Job Family	Technical 4	Grade	FC4

### Purpose

Duties will include general store keeping practices associated with the receipt, storage and distribution of goods through a warehouse complex and the logistical delivery fife wide of various goods/materials in a customer focused environment.

The ability to undertake the fitting of specialised equipment using small hand tools is essential.

The above must comply at all times within Health and Safety at Work legislation.

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Undertaking all duties as required within the receipt, storage, stock control, picking, packing, issue, fitting, uplift and delivery functions within the service	Considerable knowledge of Stores and Distribution Customer Focused Business	✓	
Responsible for maintaining accurate records of all paperwork relating to the stock control and delivery functions within the service.	Educated to SCQF level 2 in Stock control/warehouse qualifications		✓
Adhering to and ensuring quality standards of service are met at all times including undertaking visual and physical checks in respect of quantity, damage, suitability and specification of all commodities.	Ability to provide a regular and effective service	✓	
Assisting with the collection of waste materials and disposing redundant equipment also ensuring to eliminate waste through careful handling of stock items and efficient use of packaging materials.	Forklift truck driving permit		✓

E = Essential Criteria    D = Desirable Criteria

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To be responsible for delivering goods to any location ensuring goods are carried and left in a safe manner in accordance with the Risk Assessments.	Multi drop delivery and geographical knowledge of Fife area	✓	
	Driving licence	✓	
	LGV Class 2 driving licence		✓
Undertaking the fitting of Community Equipment using on occasion small hand tools for adjustment.	Knowledge of Health and Safety requirements	✓	
	Ability to fit and adjust equipment using small hand tools (Focus on customers)	✓	
Assisting in the unloading and loading of vehicles ensuring this is carried out in a safe manner in accordance with the Risk Assessments.	Customer care skills (Deliver results – See ‘How We Work Matters’ Framework)	✓	
Providing advice on service to internal customers and external partners.	Ability to work to deadlines	✓	
	Ability to plan and organise work schedule (Embrace technology and information)	✓	
Communicating and liaising with Colleagues and Service Users on a daily basis as required in delivering service objectives.	Ability to use own initiative	✓	
	Work as part of a team (Work together)	✓	
Where necessary referring/notifying any incident or circumstances requiring the attention or direction of 1 <sup>st</sup> line manager.	Work without constant supervision	✓	
Undertaking daily vehicle check lists and ensure documentation is recorded.	Ability to recognise and report basic vehicle defects (Take ownership)	✓	
Keeping work areas and vehicles clean and tidy at all times.			
Ensuring excellent Customer Care Standards and Commitment is evident at all times.	A “can do” attitude	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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**Additional tasks or responsibilities** – this is a generic role, however this particular job may also require you to undertake the following:

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**Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required**

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

**Additional Information** – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

**Expected Behaviours** – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results