SEFTON COUNCIL – PEOPLE DIRECTORATE

Older People

**JOB DESCRIPTION**

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| **Post:** | Stores Supervisor | | |
| **Post Number:** | TBC | **Gauge Reference:** | A1733 |
| **Team:** | Community Equipment Service | | |
| **Location:** | Aintree | | |
| **Grade:** | G | | |

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| **Responsible to:** | I.C.E.S. Manager |
| **Responsible for:** | Stores’ staff x 10 |

**JOB PURPOSE**

* Assist in providing an effective, efficient equipment loan service to disabled people of all ages, including children, to develop their full potential and to maintain their health and independence.
* Provide an effective storekeeping and stock control service for the supply and storage of equipment passing through the service, supervising 9-10 staff to provide the effective decontamination, refurbishment and goods in/dispatch of all equipment within the equipment store.

**MAIN DUTIES**

1. Supervise 3 refurb staff, 3 stores staff and 3 cleaning operatives, and one warehouse apprentice (if post filled) you will provide technical support to them daily and carry out supervision and one to one meeting’s, deliver supervision, My Sefton My Space meetings etc. in line with organisational policies and procedures.
2. Supervise and advise the refurbishment team regarding service and maintenance of equipment ensuring returned equipment is suitable for safe re-issue. Ensure effective procedures for decommissioning are followed. Ensure compliance with all statutory H&S regulations.
3. Supervise the Decontamination Technicians to ensure they carry out the cleansing of equipment to a high level taking into account infection control requirements.
4. Supervise Stores Staff for goods in/dispatch and storage of equipment. Including ensuring asset tracking and quality control processes are followed.
5. Supervise one warehouse apprentice when the post is filled (currently in post), helping will all aspects of the apprenticeship providing experience and knowledge in conjunction with their apprenticeship/training advisor.
6. Use computerised stock control and asset management system. Including overseeing stock level checks on a daily/weekly/monthly basis as appropriate.
7. Organise annual stock take counts and stock checks at satellite stores.
8. Ensure that the store is a safe environment for work for all staff and visitors. This includes ensuring suitable PPE is used and that the store and offices remain clean and tidy and free of hazards.
9. Oversee or investigate any equipment failures reported to the service where an incident has been reported.
10. Liaise with supplier companies when manufacturing or inherent faults become apparent with stock items.
11. As a team member co-operate and assist in daily tasks to ensure the smooth running of the service, you will participate in supervision, development and training activities as and when required.
12. Undertake key holder duties as required.
13. Comply with GDPR.
14. Provide back up to decontamination, refurb and store team and to driving team to cover for absences or where complex deliveries require specific input.

**ORGANISATION CHART**

See separate document.

**SPECIAL CONDITIONS**

The nature of the work may require the post holder to undertake commitments outside normal working hours, you will also have to work in unpleasant conditions in people’s homes and outside their homes picking up equipment that the client no longer requires

# GENERAL

This job description is a representative document. Other reasonable similar duties may be allocated from time to time commensurate with the general character of the post.

### The post is customer facing therefore you must have the ability to fulfil all spoken aspects of the role with confidence through the medium of English.

Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

All employees are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

Note: Where the postholder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

Undertake, and participate in training, coaching and development activities, as appropriate.

This post is **exempt** from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore **not** entitled to withhold information about convictions which for any other purposes are ‘spent’ under the provisions of the Act and any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to the positions to which the Order applies.

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| **Date:** | July 2022 |
| **Name:** | Peter McMahon |
| **Designation:** | I.C.E.S Manager |

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| **SEFTON COUNCIL – PEOPLE DIRECTORATE**  **PERSON SPECIFICATION** | Please read the guidance notes before completing your application form. Please demonstrate, with examples, how you meet the criteria for the post, as set out below. |

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| **Job Title:** | ***Stores Supervisor*** | **Post Number:** | ***TBC*** |

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| **Criteria** | **Essential** | **Desirable** | **Assessment Method** |
| **Qualifications** | NVQ Level 3 Warehouse Operations or equivalent  Supervisor / Team leader qualification | Pat Testing Qualification  LOLER Qualification  Training in maintenance of nebuliser products | A/C |
| **Experience** | Storekeeping and stock control  Experience in use of I.T. systems, office systems  Supervision of a team providing guidance, technical support and daily management.  Dealing with public providing technical troubleshooting and signposting for help and advice  Accurate management of computerised stock control systems  Ensuring that Health and Safety at work policies are adopted and adhered to in a busy store environment. | Working in a Social Services/NHS environment  Microsoft Office Suites experience  A working knowledge of aids to daily living for disabled and older people.  A working knowledge of complex community equipment ( e.g. patient hoists, profiling beds, active pressure care)  Knowledge of COSHH regulations. | A/I  A/I  A/I  A/I  A/I  A/I |
| **Demonstrable skills, knowledge and aptitudes** | Ability to follow user manuals and instructions.  Ability to plan & prioritise day and workloads to meet required deadlines  Knowledge of relevant Health & Safety legislation  Supervisory skills  Full UK driving licence  Good communication and interpersonal skills  A good team Player |  | A/I  A/I  A/I  A/I  A/I  C  A/I  A/I |
| **Special requirements** |  | This post is designated casual car user. The successful candidate must have a driving licence and access to a vehicle that is insured for business use. |  |
| **Other** | Must be physically fit, able to handle equipment and load/unload vehicles.  Must be legally entitled to work in the  UK.  The Council operates a no smoking policy. Employees are not allowed to smoke in the workplace or to take smoking breaks during work time. |  |  |