



POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	ASSISTANT STORE PERSON
WORKPLACE AGREEMENT:	CITY OF SALISBURY AWU AND LGE ENTERPRISE BARGAINING AGREEMENT NO.14 – 2021
CLASSIFICATION:	Grade LGE3
DEPARTMENT / DIVISION:	CITY INFRASTRUCTURE / BUSINESS SUPPORT
POLICE CLEARANCE:	NOT REQUIRED
REPORTS TO:	STORE PERSON
DIRECT REPORTS:	NIL
POSITION NUMBER:	000629

POSITION OBJECTIVES:	<p>This position is responsible for:</p> <ul style="list-style-type: none"> • Providing support for the operational functions of the Council store. • Ensuring the Operations Centre yard and buildings / structures are kept safe, secure and presented in a clean and tidy condition. • Assist in maintaining appropriate range and level of stock / non-stock items to meet the needs of Council and in particular the City Infrastructure Department. • Assist in undertaking the purchase of goods / services to support City Infrastructure Operational activities and to ensure the Store is responsive to Councils changing operational environment. • Providing and maintaining a professional, effective and efficient, purchasing, supply, store and warehouse service. • Maintain compliance with Internal Controls. • To support all WHS requirements within the store operations.
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	<ul style="list-style-type: none"> • Provide efficient and effective back-up and support to the Storeperson at busy times, and at times of absences and leave.
<p>VALUES AND BEHAVIOURS:</p>	<p>These Values empower us to ReACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work.</p> <p>Respectful</p> <ul style="list-style-type: none"> • Create a sense of belonging & pride in the Salisbury community • Respect individual differences • Speak up when you don't feel respected, or are not being treated respectfully • Look after the wellbeing of our community, ourselves and those around us <p>Accountable</p> <ul style="list-style-type: none"> • Take personal ownership and follow through • Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important <p>Collaborative</p> <ul style="list-style-type: none"> • Work together, committed to a common purpose • Openly share information • Find ways to connect people for better outcomes <p>Helpful</p> <ul style="list-style-type: none"> • Listen and focus on what we can do • Create new futures and look for opportunities • Make a positive difference
<p>KEY RESPONSIBILITIES:</p>	<p>Purchasing and Administrative</p> <ul style="list-style-type: none"> • Ensure a high level of store / stock security. • Unpack and check orders from supplier on arrival. • Stock shelves as per inventory. • Ensure that plant, equipment and the store grounds / area is presented in a clean and tidy manner • Ensure all pre-starts are completed on all machinery and servicing is up to date. • Ensure shelving requirements are adhered to, specifically in relation to securing loads and weights, and that they are adequate for the assigned usage, safe for use by licensed staff, and secure from intruders and damage / theft. • Ensure that all activities are conducted in compliance with established regulations and internal controls. • Supply store items to authorised Council personnel as requested, and within agreed procedures and controls. • When necessary assist in the collection of items from suppliers or loading of orders onto trucks, using forklift. • Maintain a locker register for Operations Centre field staff. • Support other divisions of Council with coordination of deliveries and supplies including but not limited to: <ul style="list-style-type: none"> - Cleaning products.

	<ul style="list-style-type: none"> - Stationery and other items stored and distributed to various departments as requested and required. - Provide adequate and safe storage as required. • Ensure security workplace and grounds inspections are undertaken, including but not limited to: - <ul style="list-style-type: none"> - Store Area. - Front and back car park. - Main Operations building and lunch areas etc. - Perimeter checks including locks and fence line plus build-up of grass, weeds and rubbish. - Ensure allocation of space for storage and use by Field Services staff (or other departments) is maintained in good and safe order. • Undertake forklift competency checks for staff, including: <ul style="list-style-type: none"> - Forklift licence check. - Induction on the use of the store forklift. - Visual of staff member using the store forklift. - Competency form completed and signed. - Form sent to WHS for staff member to be added to the forklift register. • Any other duties as directed <p>Stock and Store Reporting</p> <ul style="list-style-type: none"> • Maintain clothing records and PPE records for individual employees. • Provide regular, accurate and timely feedback as necessary for any issue affecting the store or improvement opportunities. • Ensure the efficient processing of all orders, accurate data input and monitoring of stock levels. • Assist with regular internal stock takes, identification / removal of obsolete stock and stock reporting requirements where necessary. • To undertake programmed inspection of Operations Centre and to coordinate resources (in-house and external) to ensure that the Operations Centre is maintained in a clean and safe manner. <p>Store Development</p> <ul style="list-style-type: none"> • Bring to the Storeperson's attention any issues / information related to store development opportunities, or related to more effectively meeting customer needs. • Assist in the identification of opportunities for the store to provide an expanded and improved procurement service to City Infrastructure, including opportunities for Resource & Development of new / improved product lines. • Undertake duties as directed to optimise the use of available space.
<p>WHS RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions. • Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation the above.

	<ul style="list-style-type: none"> • Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting. • Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. • Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council’s Drug and Alcohol Policy. • Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).
GENERAL RESPONSIBILITIES:	<ul style="list-style-type: none"> • To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time. • To manage all Corporate Records in accordance with required procedures. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
COMPETENCIES:	<ul style="list-style-type: none"> • To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing
ESSENTIAL SELECTION CRITERIA:	<p>Specialised Skills</p> <ul style="list-style-type: none"> • Ability to liaise effectively with suppliers, customers and other staff. • Clerical – store receipting, issuing etc. • Computing – ability to utilise Finance system, purchasing, and store’s inventory. • Good interpersonal and public relations skills. • Well-developed communication skills. • Ability to liaise effectively with customers, suppliers, accounts payable and sales representatives. • Ability to prioritise work and customer requirements. <p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of Store Operations including receipting etc. • Knowledge of computer applications relevant to Stores Operations. • Knowledge of computer applications relevant to processing orders. • Knowledge of general cleaning, housekeeping. • Detailed understanding and awareness of Councils Wellbeing Health and Safety Policy. • Knowledge of purchasing and procurement procedures. <p>Experience and /or Qualifications</p> <ul style="list-style-type: none"> • Intermediate level computer knowledge. • Current drivers licence and current forklift licence. • Physically fit and able to undertake moderate/ heavy manual handling tasks. • Proven ability to organise and work under limited supervision <p>Skill Standards</p> <ul style="list-style-type: none"> • Stock taking is undertaken in an efficient and accurate manner within the allotted timeframe. • Timely unpacking and checking of orders.

	<ul style="list-style-type: none"> • Performing regular quarterly WHS inspections. • Conducting regular and accurate stock takes. • Positive and constructive communication with customers, City Infrastructure Staff and Store Person. • Clear evidence of implementing and meeting business plan objectives.
DESIRABLE SELECTION CRITERIA:	Experience and /or Qualifications <ul style="list-style-type: none"> • Store Experience in highly desirable. • Previous clerical/ administration experience is desirable. • Experience in undertaking WHS and security inspections, is desirable.
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> • Current drivers licence and forklift licence is essential. • As an Authorised officer, fulfil all requirements set out in the following Legislation: <ul style="list-style-type: none"> - Local Government Act - Road Traffic Act • This position description is indicative of the type and range of duties and responsibilities which can be expected of the employee and is not to be interpreted as totally prescriptive in nature. It may be necessary to undertake other duties and responsibility deemed necessary for operational reasons.
EXTENT OF AUTHORITY:	<ul style="list-style-type: none"> • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.

AGREEMENT:		
This position description reflecting the responsibilities, duties and skill requirements for the position, has been discussed with the incumbent.		
POSITION INCUMBANT NAME:	SIGNATURE:	DATE: