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| Post Title: | Stores Assistant |
| Department: | Engineering |
| Location: | Wednesbury Depot |
| Reporting to: | Kyle Read, Material Controller |
| Direct Reports: | None |
| Role Purpose: | <ul style="list-style-type: none"> • To assist the Material Controller in the effective management of Midland Metro Limited’s spares and consumables • To maintain stores items in the correct locations and ensure items are booked in and out correctly |
| Role Responsibilities: | <ul style="list-style-type: none"> • To provide a friendly and efficient service to customers of Midland Metro Limited’s stores • Acceptance of Goods including making sure deliveries conform to purchase order requirements • Management of quarantine of non-conforming goods • Use of forklift Truck for loading/offloading goods and the relocation of site stock • Distributing deliveries to their intended recipients across the depot • Issuing of engineering items/equipment to staff members • Packing and dispatching goods to be returned to suppliers • Inspection and quarantine of goods requiring repair • General stores housekeeping • Depot stock takes & stock inventory • Maintenance of waste area ensuring it remains clean and adheres to health and safety standards • Use of systems to create new component stock records and allocation of stock locations • Data input and cross referencing of supplier drawings and part numbers to ensure stock records are accurate • Adherence to all health and safety processes and procedures • Assistance with general daily tasks based on company requirements • Any other duties as deemed necessary |
| Training: | <ul style="list-style-type: none"> • Fork lift truck • Personal Track Safety (PTS) • Manual Handling, COSHH, working at height • Intermediate IT skills - typically Word, Excel, Power Point, Outlook |

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| | <ul style="list-style-type: none"> • Fire warden • First aider |
| Health & Safety: | <ul style="list-style-type: none"> • To comply with health and safety instructions and directives issued by management • To use the appropriate safety equipment properly • To wear Personal Protective Equipment where applicable and report any loss • To refrain from the wilful misuse or interference with anything provided in the interests of health, safety and welfare • To refrain from any action that might endanger themselves, other employees, customers or members of the public • To ensure that all necessary safety precautions are taken and, if they are in a management or supervisory position ensure that instructions are provided • To report immediately any accidents, incidents or near misses to your line manager as soon as possible and always within 24 hours. This includes both personal injury and vehicle or equipment damage • To attend and cooperate in any investigation following an incident as required • To cooperate with your employer in attending and actively participating in any health and safety related training courses as required • To report immediately any hazard, faulty equipment or health and safety concerns to your line manager and ensure action is taken to make the hazard safe • To be aware of your personal security and the security of your vehicle or place of work |
| Decision Making Authority: | <ul style="list-style-type: none"> • In the absence of Material Controller, deputise and undertake Material Controller’s duties |
| People Management: | <ul style="list-style-type: none"> • To work effectively as a member of the team |
| Legislation & Compliance: | <ul style="list-style-type: none"> • In common with the whole rail industry, the successful applicant will be required to pass a stringent drugs and alcohol test. |

| Tasks: | Level of Experience | Desirable Or Essential |
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| Work Experience: | <ul style="list-style-type: none"> • Familiarity with a stores / materials management environment • Use of Excel to create and manage records • Working with database systems • Good level of IT knowledge • Using and applying business processes | Desirable |
| Education: | <ul style="list-style-type: none"> • To have GCSE or equivalent Maths and English at Grade C or above | Desirable |
| Managing People: | <ul style="list-style-type: none"> • Working alongside other departments within an organisation • Working alongside an organisation’s stakeholders and partners | Essential |
| Communication: | <ul style="list-style-type: none"> • Excellent interpersonal skills • Good written and verbal communication skills | Essential |
| Additional Qualities: | <ul style="list-style-type: none"> • Good attention to detail • Good attention to accuracy • Determination to ensure records are kept accurately | Essential |
| Personal Attributes: | <ul style="list-style-type: none"> • To be trustworthy • To be reliable and punctual • To take pride in their appearance and adhere to the Company Dress Code Policy and Procedures. | Essential |
| Driving through Change: | <ul style="list-style-type: none"> • To be a responsible team member and contribute your ideas through the correct forums | Desirable |
| Drugs & Alcohol | <ul style="list-style-type: none"> • To undertake drugs and alcohol testing in line with current company procedures and policy. | Essential |