



POSITION DESCRIPTION

Stores Officer

Doomadgee Aboriginal Shire Council

TITLE : Stores Officer
AWARD: Queensland Local Government Industry Award (Stream B) – State 2017
CLASSIFICATION: Division 2, Section 5 Operational Services – Level 4
DEPARTMENT: Procurement
LOCATION: Doomadgee
PROGRAM: Corporate Services

Job Summary	Accept the delivery of goods and general administration of the store to ensure adequate stock on hand, stock is checked on arrival and sign off of delivery documentation.
Reports to:	Procurement Manager
Supervises:	N/A
Accountability:	This position is accountable to the Procurement Manager and Director of Corporate Services
Position Scope:	This position has direct contact with freight company staff and Council employees
General Conditions of Employment:	<p>The successful candidate must:</p> <ul style="list-style-type: none"> • A satisfactory Criminal history check • Be an Australian permanent resident • Hold a current drivers' license • Engage in ethical conduct at all times • Work within the organisations policies including complying with Council's Code of Conduct and Workplace Health and Safety requirements and procedures.
Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Receipt of delivery of goods, sign off of delivery documentation, storage of delivered materials 2. Ensure all goods are stored securely on the day of delivery 3. Process documentation and forward to Procurement Manager for payment to be made 4. Monitor stock levels against inventory list 5. Maintain strict controls of goods entering and leaving the stores 6. Ensure the store is clean, tidy and organised efficiently 7. Distribution of goods to appropriate departments within Council as required 8. Actively participate in stocktake activities <p><i>These statements are intended to describe the general nature and level of work being performed by the incumbent of this role. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.</i></p>
Selection Criteria:	<p>Essential</p> <ul style="list-style-type: none"> • Strong communication and interpersonal skills • Ability to work independently and as part of a team to achieve positive outcomes • Demonstrated ability to organise work, manage time and meet deadlines • Good problem solving and the ability to use initiative • A general understanding of local government operations <p>Desirable</p> <ul style="list-style-type: none"> • Current Forklift License • Experience with computers
Key Performance Indicators	Key Performance Measures
	<ol style="list-style-type: none"> 1. Goods Received – goods receipted and distributed / appropriately stored within 24 hours of receiving 2. Stock issued – updated daily into system

	<ol style="list-style-type: none"> 3. Reliability and timeliness – positive feedback from Supervisor and punctual commencement and finish at work 4. Communications – attend regular meetings and training as directed. Advise supervisor of any problems, errors and stock shortages 5. Team work – work as part of a team that ensures appropriate stock levels and safe and secure storage of tools, building materials, PPE and uniforms 6. Safety – promote and support WHS policies and procedures. Follow safe work practises and report any WHS issues. 7. Quality of work – accurate paperwork, store stock levels managed with no breaches to Council policies and procedures
WHS Responsibility Statements	All employees have a legal obligation to comply with statutory WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and environment.
Responsibilities include:	<p>These statements (responsibilities) apply to all employees, including permanent, part-time and casual employees.</p> <ol style="list-style-type: none"> 1. Being aware of the WH&S System 2. Performing all work and associated functions in a safe manner. 3. Complying with all documented WH&S policies, procedures, work instruction, and verbal instructions issued by the organisation or its officers. 4. Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation. 5. Identifying hazards, conducting risk assessment, and taking corrective action to eliminate hazards where possible in the workplace; and/or to report hazards and risks in accordance with WH&S procedures. 6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Doomadgee Aboriginal Shire Council property generally. 7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses, and property damage. 8. Attending any toolbox, team talks or specific training. 9. Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures. 10. Working in a manner that will not endanger themselves, other employees or the general public.
Staff acknowledgement:	<p>I, _____ acknowledge and agree to the above position description.</p> <p>Employee's Signature _____ Date _____</p>