

**Job Description**

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| **Department** | **Adults Communities & Integration** |
| **Job Title** | **ICES STOREKEEPER** |
| **Grade** | **GRADE C** |
| **Primary Purpose of Job** | To assist the department to do everything possible to ensure it fulfils its primary purpose both effectively and efficiently.  Provide a storekeeping service for equipment issued by the department.  Maintaining records of stock equipment and systems to identify items requiring periodic inspection/maintenance.  Undertake inspections of equipment to ensure safe condition and operation. |
| **Reporting To** | **ICES Manager** |
| **Direct Staffing Reports** |  |

**Main Duties**

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| **1** | To contribute to maintaining a secure workplace | |
| **2** | To contribute to maintaining a clean and safe working environment | |
| **3** | To deliver, install and collect specified adaptive equipment when required e.g. hoists, beds, mattresses and various small aids | |
| **4** | To store, retrieve and archive information using handheld devices and PC | |
| **5** | To maintain all records associated with the work according to departmental procedures | |
| **6** | To process through decontamination, all returned equipment and materials | |
| **7** | Receive new and returned items into storage | |
| **8** | To maintain the quality and safety of equipment in storage | |
| **9** | To inspect adaptive equipment looking for obvious faults/damage in line with operational protocol. | |
| **10** | To PAT test all electrical adaptive equipment. | |
| **11** | To maintain hygiene standards in store, and of equipment and materials | |
| **12**  **13**  **14**  **15**  **16** | To open and close stores when necessary.  To audit stock levels and inventories  Process equipment for recycling and disposal  To work according to Council/Department Policies and Procedures relevant to the post.  To undertake other duties and responsibilities as may be determined by the Team/ICES Manager. | |
| **Date Job Description prepared/updated:** | | **18/03/25** |
| **Job Description prepared by:** | | **Community Equipment Service Manager** |

**Person Specification**

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| **Department** | | | **Adults Communities & integration** | | | |
| **Job Title** | | | **STOREKEEPER** | | | |
| **Stage One** | | | Candidates who are care leavers, have a disability, are ex-armed forces or are a carer (see Carers-Charter-FINAL.pdf (gmhsc.org.uk) are guaranteed an interview if they meet the essential criteria for the role | | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | | |
| 1. | Ability to relate to customers who have varying disabilities | | | | | Interview |
| 2. | Experience of working as part of a team and alone | | | | | Application Form |
| 3. | Ability to communicate verbally and in writing | | | | | Application Form |
| 4. | Able to input, archive and retrieve electronic data | | | | | Application Form |
| 5. | Ability to cope with the physical demands of the post as moving and handling heavy items is required | | | | | Application Form |
| 6. | Ability to identify equipment faults and follow reporting procedures | | | | | Interview |
| 7. | Knowledge of Health & Safety legislation | | | | | Interview |
| 8. | Able to maintain the safety and quality of equipment | | | | | Interview |
| 9. | **Competencies** – Please note the council’s corporate competencies, which are essential for all roles, are below in the Core Competencies section | | | | | Interview |
| **2. Experience/Qualifications/Training etc** | | | | | | |
| **3. Work Related Circumstances** | | | | | | |
| 1. | | All posts require the job holder to undertake mandatory training for the role and to regularly review their developmental needs in conjunction with their line manager. Development of our employees plays a key role in delivering our services | | | Interview | |
| 2. | | The Council has a framework of Values & Behaviours that guide our behaviour and decision making to help achieve our vision. All employees are expected to be mindful of these when undertaking their work. | | | Interview | |
| 3. | | To display flexibility in meeting the service requirements of the Department – this may require working unsocial hours and weekends and Bank Holidays on a rota basis. | | | Interview | |
| 4. | | This role requires the job holder to be physically fit and able to carry out aspects of the job such as lifting/carrying/standing for lengthy periods. | | | Application Form/Interview | |
| 5 | | Full Driving Licence. | | | Application Form | |
| 6 | | A driving assessment will be undertaken. | | | Driving Assessment | |
| **STAGE TWO** | | | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | | |
| **Additional Requirements** | | | | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | | | | |
| 1. | 2 years’ experience of working with people with a disability | | | | | Application Form/Interview |
| **2. Experience/Qualifications/Training etc** | | | | | | |
| 1. | Certificate in portable Appliance testing | | | | | Application Form/Certificate |

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| **Date Person Specification prepared/updated** | **28/03/2023** |
| **Person Specification prepared by** | **Community Equipment Service Manager** |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability, or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy, and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use, and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





