



STOREPERSON

Designation: STOREPERSON

Level: Stores (Full time)

Program / Unit: Supply

Purpose of Position:

To receive, distribute and dispatch goods.

Organisational Environment / Reporting Relationships:

Storeperson:

- Reports to Supply Manager.
- Responsible to the Director of Finance.

Supervisory Responsibilities:

Nil.

Primary Responsibilities:

- Responsible for the effective Storeroom operation and the effective distribution of weekly stores. To maintain all Storerooms in a clean and orderly manner.
- To receive all inwards goods, examine for damage and adequately store.
- To deliver both non stock and stock items to departments on site at the Albury Wodonga Health Wodonga Campus (AWHWC), as requested.
- To package and return goods to companies as directed.
- To receive weekly stores lists from departments. Book out on computer and obtain picking slip for assembly of stock back to departments.
- To assist with end of year stocktake.
- To rotate stock and check expiry dates on a regular basis.
- To receive, store and distribute Dialysis goods sent from Royal Melbourne Hospital.
- To deliver both non stock and stock items to Annexes connected to AWHWC.
- Assist Supply Manager as directed.
- Adhere at all times to AWHWC Occupational Health and Safety (OH & S) Policies and Procedures and comply with "Employee" responsibilities as identified in the Victorian Occupational Health and Safety Act 2004 (As Amended).
- To participate in quality improvement activities and regularly review own work practices to ensure continuous improvement in meeting customer expectations and requirements.
- All employees are expected to participate in mandatory education as it relates to their specific roles and responsibilities. These include:
 - Fire and Evacuation.
 - Manual Handling.
 - Minimal / No Lift (As appropriate).
 - CPR (As appropriate).
 - Infection Control.

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- To demonstrate commitment to principles and practices of infection control as they relate to the employees designated area of work.

Specific Delegations:

Nil.

Performance Appraisal:

Prior to expiration of 6 month qualifying period, and annually thereafter.

**STOREPERSON
SELECTION CRITERIA**

MANDATORY CRITERIA

- Well developed numeracy and literacy skills.
- Attention to detail.
- Good time management skills.
- Previous experience in a hospital store preferred.
- A team approach in the performance of Supply duties.
- A commitment to acquire Supply skills and knowledge by both on and off the job training.
- Maintain and use of Manual Forklift.
- Excellent communication and interpersonal skills.
- An ability to functioning a busy dynamic environment and prioritise workloads with a high degree of accuracy.
- Participate in Quality Improvement activities.
- Knowledge of Workplace Health and Safety issues, Equal Employment Opportunity and Antidiscrimination Legislation.

Signature of Employee

Witness

Date

Annexes:

Other Relevant Information:

References:

Contact Point: Supply Manager.

THIS SECTION FOR QUALITY OFFICE USE ONLY		
Approval Committee:	Date Approved:	SharePoint Location:
Human Resources Manager	21 September 2009	Position Descriptions...
Responsible Department:	Date for Review:	Manual Location:
Supply Manager	21 September 2012	Position Description Manual
Version No:	Original Approval Date:	Previously Named As:
2	30 June 2000	Same