

Candidate Information

Position: Storekeeper
School/Department: Estates Services
Reference: 22/109501
Closing Date: Friday 4 February 2022
Salary: £21,686 - £24,174 per annum
Anticipated Interview Date: Friday 25 February 2022

JOB PURPOSE:

To provide a central maintenance store service including the use of the Computerised Aided Facilities Management System Planon helpdesk software system as required and assist with the maintenance, monitoring and repair internally and externally to buildings and associated equipment and areas within the University.

Operational responsibility for Estates stores including supervision of staff operating in the stores area. Raise orders for materials, process invoices and use University chargecard using approved University procedures.

Historical materials ordering for the central maintenance store is to a value of £120,000 pa using purchase orders and approximately £20,000 pa on the chargecard.

MAJOR DUTIES:

1. Process on-line, verbal and telephone requests for tasks and materials and charge via the online Planon helpdesk system. Update material costs for charging out. Assist with updating Helpdesk including task creation and closing completed tasks. Carry out annual stock-take.
2. Ensure that maximum/minimum stock levels are maintained as agreed with management. Handle cash and debit/credit card transactions, following University approved procedures. Raise order requests and process invoices following approved University Procedures. Liaise with contractors where they are required to replace plant or carry out maintenance activities.
3. Ensure that goods received are correct to despatch notes, and quality and in line with Health and Safety requirements. Arrange secure storage of materials as required including hazardous materials. Arrange disposal of materials through approved University procedures. Retain an up to date COSHH register including MSDS information.
4. Direct other staff who assist in stores including training these staff to carry out the Storekeeper role during holidays and absence.
5. Prepare and maintain accurate manual and computerised records and schedules in relation to Health and Safety, maintenance, plant and equipment, work records.
6. Input data/computer records, provide computer-based reports and utilise Planon including, carrying/operating PDA/Tablet devices if required, Building Management Systems and other plant controls where training has been provided.
7. Discharge all relevant Health and Safety responsibilities, making suitable arrangements and provisions to ensure safety of colleagues, students, and any other users of the University appropriate to the position. Ensure store and adjacent areas are clean and safe.
8. Assists all trades (building, electrical & plumbing) as directed by the DLO manager & Charge hands in carrying out repairs and maintenance under direct/indirect supervision.
9. Carry out a given programme of work including, repairs and emergency breakdowns, planned preventative maintenance schemes and minor improvements as directed.
10. Deliver or assist with the delivery of materials as required. Drive vehicles as required including checking vehicles and log sheets.
11. Issue keys to requesting departments as required and assist with the delivery and moving of materials and equipment throughout the Queen's University site.
12. Carry out any other duties as requested by the Director of Estates.

Planning and Organising:

1. Assess individual tasks and plan work required, respond to emergencies as they arise.
2. Plan so that adequate materials and equipment are available to meet specific tasks and prioritise daily work schedule to ensure objectives are met.
3. Maintain routine documentation and prepare standard reports.
4. Maintain order, invoice, chargecard, material delivery and receipt information.

Resource Management Responsibilities:

1. Responsible for processing resources following established procedures.
2. Monitor and replenish levels of stocks/stores of equipment and supplies following set ordering procedures.
3. Responsible for security of stockroom area, and related equipment and materials ensuring safe storage goods received.
4. Responsible for processing orders and use of University charge card to a historic value of £140,000, which has increased significantly, with the centralisation of stores.

Internal and External Relationships:

1. Daily contact with DLO Manager, other Estates Managers and staff, DLO staff, University staff, Students.
2. Liaison with numerous external suppliers.

ESSENTIAL CRITERIA:

1. Relevant academic/vocational qualifications (e.g. GCSE, O level, NVQ 2 or equivalent).
2. 3 years recent experience in a storekeeping role with evidence of building or electrical or plumbing maintenance of building, systems and plant in a similar environment to the University.
3. Evidence of good numeracy and literacy skills.
4. Working knowledge of stores goods in and out, ordering material, reorder levels, raising orders, payment of invoices and building/electrical/plumbing systems.
5. Understanding of relevant Health and Safety requirements.
6. Competent in the use of IT packages to include Microsoft Office.
7. Organisational and time management skills with ability to plan and organise short term activities and events.
8. Carryout written or oral instructions.
9. Good communication and interpersonal skills.
10. Able to work on own initiative and be part of a team.
11. Valid full UK driving licence.
12. Available for out of hours work and be on an call out rota (if required).
13. Willing to carry a work phone and IPAD.

DESIRABLE CRITERIA:

1. Relevant academic and/or vocational qualification in a trade (building, electrical, joinery, plumbing etc) e.g NVQ 2 (or equivalent) or time served.
2. GCSE A – C (or equivalent) in Mathematics and English.
3. 5 years recent experience in a storekeeping role with evidence of building or electrical or plumbing maintenance of building, systems and plant in a similar environment to the University.
4. Experience of working to demanding timescales and of amending .schedules to ensure deadlines are met on reactive and planned maintenance activities
5. Experience that will demonstrate:
 - Electrical awareness;
 - Use of Elevation equipment;
 - Use of Scaffolding;
 - Asbestos awareness;
 - CAFM systems.
6. Ability to carry out risk assessments and method statements.
7. Understanding of quality standards and customer satisfaction.
8. IT literacy, knowledge of CAFM system (or equivalent), analytical and problem solving skills.
9. Knowledge of COSHH register.
10. A valid CSR card.
11. (Shortlisted candidates will be required to provide a copy of qualification, Craft Card and driving licence prior to interview).