

AGH SOLUTIONS Engineers Storekeeper

Job Title	Engineers Storekeeper
Department/ Section	Estates Maintenance
Main Purposes of job	<p>To undertake, with a minimum of supervision, a variety of tasks which would include: -</p> <ul style="list-style-type: none"> • Ensure the security of the Engineers Store and maintenance of agreed minimum stock levels utilising electronic stock management systems. • The procurement of consumable stock, spare parts, and specific materials for individual tasks. • The maintenance of all input/output records and the receipt of goods. • Effective stock rotation where shelf life or warranty is an issue. • A full range of duties associated with the operational running of a maintenance department engineer's store. • To further develop methods of storage and the stores computerised stock control system. • Carry out low level maintenance tasks as required delegated by Estates Supervisor • Manage minimum stock levels to ensure essential spares available as required • Manage and coordinate quarterly stock take & annual externally audited full inventory check. • Assist Engineers with maintenance tasks as required delegated by Estates Supervisor • Assist Estates team with administration tasks as required

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Key Tasks	<ol style="list-style-type: none"> 1 The maintenance of stock levels and records within the Engineers Stores using both written and computer-based methods. 2 The procurement and ordering of goods and materials from approved sources and suppliers required to maintain stock levels in consumable equipment or spare parts or where otherwise directed by departmental managers to support the department needs. 3 The maintenance of the equipment calibration calendar and compliance records to ensure that all test and monitoring equipment is accurate and properly calibrated. 4 Ability to utilise computer technology in support of the stores service and ordering procedures and ensure the current ISO standards for the mobility stock is maintained. 5 Active involvement in stock taking and all related matters. 6 Advising the Estates Supervisor of any issues likely to adversely affect the stores or its efficient operation. 7 Ensuring the availability and readiness of all battery powered tools and items of test equipment. 8 Act as authorised signatory for the receipt of all goods and materials. 9 Packaging in a secure manner goods for external service/repair and arrange collection by the appropriate service provider/carrier. 10 Checking goods and materials received for condition and quality and arranging replacements where the condition of the goods and materials is found to be below the required standard. 11 Liaising with suppliers regarding part orders, shortfalls and delivery schedules and advising the Works Supervisor of any potential for delay in the receipt of essential goods. 12 Liaising with the departmental finance officer regarding delivery notes, invoice enquiries and credit notes. 13 Shall be prepared to undertake additional training to fulfil the requirements of the post, satisfy new regulations/legislation or to further to develop the duties.
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	<p>14 Assist other trades in performance of their duties as required and requested to do so, as general requirements of maintenance assistant.</p> <p>15 To maintain customer confidentiality and always promote good customer liaison.</p> <p>16 To ensure the timely delivery/ordering of goods and materials in a timely manner so as minimise any impact on the patient environment and to preserve the dignity of the patient.</p> <p>17 Assisting Engineers with maintenance tasks and carrying out low level maintenance tasks as required delegated by the Estates Supervisory team.</p> <p>18 Assisting Estates team with admin tasks as required</p>
Key /Results/Objectives	<p>1. Accurate completion of records</p> <p>2. Work completed in line with schedules and timescales</p> <p>3. Report any adverse events to Line Manager and complete AEF's</p>
Responsible for staff/equipment	<p>1. Responsible for £200,000 of Engineering stock.</p>
Reporting to	Estates Maintenance Supervisor

Document Change Record:

Issue No:	Section Changed:	Nature of Latest Change:
1	N/A	New document control system added.

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