**JOB DESCRIPTION**

**Title:** Stores Coordinator

**Managerially Accountable to:** Operations Manager

**Purpose of Role:**

To support the Operations Manager with providing a professional and focused supplies service to the clinical and non-clinal teams in the hospital.

**Scope of role:**

Under the supervision of the Operations Manager be responsible for all duties involved in receipt, storage and management of supplies and goods.

**Key tasks/Result areas**

**STORES**

* Sign for deliveries, check against paperwork, distribute goods ensuring good manual handling techniques are adhered to at all times due to the size and weight of the deliveries. Adhere to cleanliness and hygiene regulations regarding the hospital environment.
* To ensure that all deliveries are verified and match purchase orders and notes back orders or errors and advised Operations Manager of any discrepancies
* Participate in supplies and performance improvement activities including procurement cost savings.
* Maintain excellent relationships with suppliers and customers including other PPG sites
* Distribution of supply deliveries across the hospital.
* Any other duties as requested by Operations Manager
* To help with or undertake monthly stock take with Operations Manager
* Assist with the physical inventory count as directed by the Senior Management Team
* Maintain a good level of communication with all teams on the arrival and level of stock and goods
* Participate in the removal of the packaging to the waste compound and generally keep the corridors tidy.

**WASTE CONTROL**

* Maintain tidy working area ensuring all rubbish is removed to the waste compound in a timely manner. Break down boxes and remove packaging to the skip in the waste compound
* Ensure stores operating environment is maintained in a tidy & safe condition in accordance with good working practice and Health & Safety requirements

**ADDITIONAL INFORMATION**

**Education and Development**

To participate in appropriate training courses or updates in accordance with mandatory requirements and individual Personal Development plans in line with Practice Plus Group policies and procedures.

**Professional**

To adhere at all times to the Professional Code of Conduct, and any other professional guidelines/documents. To comply with guidelines issued from time to time by the UK professional body or any other professional association relating to the practice of your speciality, together with guidance issued from time to time by other competent agencies on clinical, medical and ethical issues

**Regulatory Framework**

To adhere at all times to the regulatory frameworks set out by the Care Quality Commission (formerly Health Care Commission) incorporating the requirements for Independent Health Care, as well as The Department of Health Standards for Better Health by working to Practice Plus Group policies and procedures.

The individual will be required to participate in information requirements/ requests as per regulation.

**Infection Control**

It is the responsibility of all individuals to comply with infection control policies and to attend any appropriate training requirements in line with Practice Plus Group’s responsibility to comply with Government Directives and associated codes of practice and take appropriate action where non-compliance is evident.

**Conflict of Interest**

It is responsibility of all staff to ensure that they do not abuse their official position to gain or benefit their family or friends.

**Confidentiality**

The post holder must preserve the confidentiality of any information regarding patients, staff (in connection with their employment), and Practice Plus Group business and this obligation shall continue indefinitely. This is also in accordance with the Code of Confidentiality and the Data Protection Act 1998.

**Health & Safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

**Risk management**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigations undertaken.

**Privacy, Dignity and Respect and Equality of Opportunity**

The hospital is committed to ensuring that all current and potential staff patients and visitors are treated with dignity, fairness and respect regardless of gender, race, disability sexual orientation, age, marital or civil partnership, religion or belief. Staff will be supported to challenge discriminatory behaviour.

**Equal opportunities**

Practice Plus Group is an Equal Opportunities employer. The hospital is committed to promoting equal opportunities in employment and will keep under review its policies and procedures to ensure that the job-related needs of all staff working in Practice Plus Group are recognised.

The hospital will aim to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual’s ability to meet the requirements of the job

This job description is subject to change in consultation with the post holder to take into account changing organisational needs.

Signature........................................ Date.............................

Signature of

Head of Department............................ Date..............................

**PERSON SPECIFICATION FORM**

**POST TITLE:** Stores Co-ordinator

**DEPARTMENT:** Stores

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| **FACTORS** | **Essential** | **Desirable** |
| 1. Physical Requirements | * Satisfactory Occupational Health clearance for the role specified * Good Attendance record * Satisfactory relevant CRB clearance * Ability to lift, carry and tidy supplies and packaging to relevant area |  |
| 2. Education/Qualifications | * Good general education to GCSE/O’level standard including English or equivalent |  |
| 3. Previous Experience | * Experienced team worker * Previous Stock and Admin experience | * Working in a Stock room environment |
| 4. Skills / Knowledge / Abilities | * Computer skills * Ability to organise work and use own initiative * Attention to detail and high degree of accuracy * Excellent written and verbal communication skills | * Conversant with Microsoft Office packages |
| 5. Aptitude/Personal  Characteristics | * Polite, friendly and approachable manner * Tidy appearance * Understands the need for and will adhere to policies * Willing to learn new skills and gain new or additional competencies * Motivation to provide a high standard of service * Calm under pressure |  |