

Job Details

Job Title: Central Stores Person

Hours of Work:

Band: 2

Department: Central Store

Division: Estates & Facilities

Base: RAEI

Reporting Arrangements

Managerially Accountable to: Deputy Hotel Services Manager

Professionally Accountable to: Deputy Hotel Services Manager

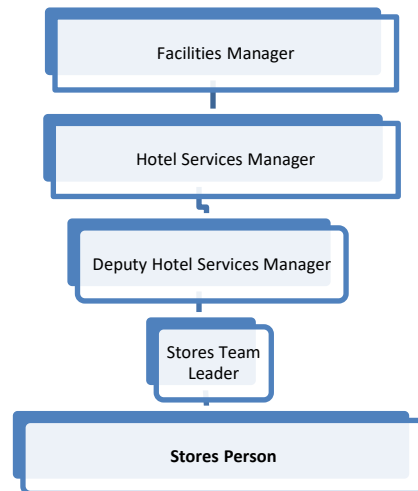
Responsible for: N/A

Job Purpose

The Stores Person is responsible for the co-ordination and efficient distribution of all stores whilst achieving and maintaining Stock Levels.

Organisation Chart

Illustrate the position of the job within the department/service, indicating any services/functions directly managed.



Duties and Responsibilities

Key results from the job holder

- Control and monitor work allocation.
- Using electronic systems to search for missing delivery information
- Assist in transporting equipment across sites using the Trust Vehicle
- Assist Stores in Management of Stock Levels.
- Distribute Stock as per department requirements.
- Responsible for ensuring service provision occurs to reasonable timetables.
- Participate in physical audits and stock counts – ensuring consistency of service provision.
- Have a full knowledge and understanding of Stores Procedures, including safe working practice.
- Co-ordinate the receipting and logging of all stock into and out of Central Store
- Works under the direction of the Central Store Team Leader.
- Responsible for accurate recording of all departmental information

Planning and Organisational Duties

- Organisation of the Central Store provision on RAEI
- Operational control of all Central Store protocols and provision to all designated areas.
- Coordinate regular service testing with the DHSM to be able to report on user satisfaction. Dealing with patient, department requests and queries at user level.

Communications and Key Working Relationships

- Liaise across all wards and clinical areas, admin and clerical and estates (e.g. OPD, Theatres, X-Ray)
- Take any remedial action or implement change where necessary liaising with Store Team Leader, heads of departments and service users.
- Maintain verbal communications to all service users.
- Attend relevant meetings with a wide range of service users to provide advice on service provision.
- Provide details to the Store Supervisor of service implications arising from developments being undertaken by Trust.
- Take action to rectify problems and complaints.
- Ensure all staff respect the dignity of patients, visitors and other staff and recognise and respond appropriately to any ethnic or cultural issues

Responsibility for Finance

- Ensure completion of timesheets.
- Ensure all Stock is accounted for.

Responsibility for Human Resources

- Maintain a professional attitude at all times adhering to the Trusts Code of Conduct.
- Ensure consistent application of HR policies and procedures.
- Ensure application of all Trust protocols and procedures

Responsibility for Health & Safety

- Compliance with the Health & Safety at Work Act 1974 – the post holder is required to fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards, and a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

Responsibility for Teaching

- Participate in the development and performance of training programmes to meet the needs of staff and the services provided.
- Ensure compliance with the Trusts mandatory training programme

Standard Duties & Responsibilities

The Trust operates a No Smoking Policy.

All Wrightington Wigan and Leigh NHS Foundation Trust staff employed within Clinical Environments and have contact with children, vulnerable adults; service users and their families must familiarise themselves, be aware of their responsibilities and adhere to Local Safeguarding Children's Board, Local Safeguarding Adult Board and WWL Procedures for Safeguarding and Protecting Children which are available on the Trust Policy Library.

In accordance with Part 7 of the Immigration Act 2016, employees who are required to interact regularly with the public, both face to face, and by telephone, are required to be able to speak English to an appropriate standard relevant to their role, i.e. with confidence and accuracy, using correct sentence structures and vocabulary, and without hesitation.

Compliance with the Data Protection Act 1998 and Information Governance – the postholder is not entitled to use for their own benefit or gain, or to divulge to any persons, firm or other organisation whatsoever, any confidential information belonging to the Trust or relating to the Trust's affairs or dealings which may come to their knowledge during employment.

Compliance with the Health & Social Care Act 2008 – Code of Practice on the Prevention and Control of Infections and related guidance – the post holder is required to fulfil a proactive role towards the reduction and management of healthcare related infection in all of their actions. This entails compliance with Trust Infection Prevention and Control policy and related Standard Operating Procedure (SOP's); along with risk assessment of all situations; as staff have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Staff must be fully compliant with Trust Infection prevention and Control eLearning policy.

All applicants to any post within the Trust are required to declare any involvement either directly or indirectly with any firm, company, relevant person or organisation which has any interest with the Trust, the services provided by the Trust or any element of patient care. Failure to do so may result in an employment application being rejected, or if it is discovered after appointment the omission of such information could lead to dismissal. This includes any form of private practice relating to medical care.

Compliance with Trust Policies and Procedures including the Code of Conduct.

Compliance with Standing Financial Instructions (SFIs) – The SFI's identify the financial responsibilities which apply to everyone working for the Foundation Trust and its constituent organisations including trading units. Failure to comply with Standing Financial Instructions can in certain circumstances be regarded as a disciplinary matter that could result in dismissal. Compliance with the SFIs is monitored by the Finance Department and post holders are therefore required to understand their responsibilities outlined within this document and ensure compliance with its instructions.

Responsibility for all records (including patient health, financial, personal and administrative) that they gather or use as part of their work within the trust. The records may be paper, electronic, microfiche, audio or videotapes, x-ray images.

Any other duties appropriate to the grade. The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the postholder.

This document is also available in audio, large print, Braille and other languages upon request. For more information call 01942 773106.

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