

# Job Description

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|---|--------------------------|
| Job Title: Stores & Workshop Apprentice   | Name:                    |
| Department: Stores  | Section: Workshop/Stores |
| Reports to: Stores Supervisor   | Date:                    |
| <p>1. <u>Main Purpose of Job</u></p> <p>To assist with the functional testing of equipment in the workshop</p> <p>To assist with the mechanical assembly and mounting of hardware, including drilling, tapping and cutting.</p> <p>Manual handling of goods received or despatched, including Picking, Checking and Packing</p>   |                          |
| <p>2. <u>Key Tasks</u></p> <p>Workshop</p> <ul style="list-style-type: none"> <li>• Use of hand tools for mechanical and electrical tasks</li> <li>• To assist with the mechanical assembly and mounting of hardware, including drilling, tapping and cutting.</li> <li>• Preparation of cables &amp; connectors for terminating</li> <li>• To assist with the assembly and wiring of 19" panel systems</li> <li>• To assist with the functional testing of equipment in the workshop</li> <li>• To maintain a safe and clean workshop environment, ensuring all QHS&amp;E procedures are followed</li> <li>• To ensure that workshop records are kept accurately, e.g., Workshop field service call activity, copies of test specifications, job files etc.</li> </ul> <p>Stores</p> <ul style="list-style-type: none"> <li>• To assist the Stores Supervisor and other stores staff with maintaining standards of efficient stock handling and accurate and relevant stock records.</li> <li>• To assist with the maintenance of an efficient Goods Inwards/Outwards procedure, processing goods inwards documentation, advice notes, etc and filing and helping to ensure that all goods are received and despatched accurately and on time.</li> <li>• To assist with maintaining accuracy of serial number tracked items and update the warranty database (Excel) and other databases as required.</li> <li>• To participate in stock takes and specific stock checks (cycle counting) under the direction of the Stores staff.</li> </ul> |                          |

- To be proactive daily in the maintenance of a rubbish free building internal and external and to maintain good housekeeping.
- To be aware of the controls required for the transport of Hazardous Goods and to comply with procedures in place regarding this.
- To be aware of the Known Consignor Status of the company and maintain standards and procedures in this regard.
- To provide Facilities support within the building in terms of assistance with work area changes, help with movement of equipment or materials, minor maintenance tasks etc

### 3. Organisation Chart

Please see company organisation chart

### 4. Dimensions

- To follow documented procedures and Quality Control.
- To handle goods and safe storage and despatch up to a value of approximately £200k.

### 5. Supervision

- Proactive approach required for day to day tasks and ability to work on own initiative
- Supervision provided by Stores Supervisor (or Stores person in his absence)
- No supervision of others required

### 6. Assignment and Review of Work

- Work priorities to be assigned by Stores Supervisor.
- Issues to be escalated to Logistics Department and/or Supervisor as necessary.

### 7. Decision Making

Checking accuracy of information provided for stock records on documents received in stores.  
Ensuring Goods are fit for placing on shelf via Returns To Stock System.  
Needs to be able to prioritise work load and balance day to day requirements of any facilities support.

### 8. Judgement

- Eye for detail essential (e.g. checking serial numbers)
- Awareness of safe working practices within stores environment

### 9. Contacts with Others

- INTERNAL
- All departments

- EXTERNAL
- Delivery Drivers
  - Maintenance Engineers and other external contractors

- Others as requested by Purchasing/Stores Supervisor

10. Equipment

All stores equipment i.e. Scales, Pallet Truck, various hand tools.  
 PC's and relevant databases and Microsoft Programmes.  
 Forklift - awareness of safe practice.

11. Experience/Skills/Qualifications

Good level of secondary education, literate and numerate. Must have the ability to communicate at all levels within the company and with External agents.  
 Physically capable to cope with loads which have to be moved/carried.  
 Computer literate and accurate inputting skills.  
 Ability to learn, absorb and remember new computerised tasks quickly  
 Must be flexible and trustworthy in handling company equipment.

Training will be provided:  
 Forklift  
 Various courses related to workshop activity

12. Most Difficult Part of Job

Short time-scales to complete the work.  
 Can be physically demanding in times of busy workload  
 Balancing demands of different groups within the company.  
 Ensuring accuracy for wide variety of different computerised processes.

Agreed,

.....  
 Signature of Job Holder

.....  
 Signature of Manager

Date:

Date:

Note:

This job Description is not an exhaustive list of your current duties and, as part of its flexible working policy; Management would expect that any duties, within reason, would be undertaken by the Job Holder.