

Job Description

Position:	Stores Person / Driver	Job Holder:	N/A
Reports To: (Position)	Stores Foreman	Location:	Aberdeen, UK
Prepared By:	Derek West	Date:	20.12.2018

Overall Purpose of the Job:

To assist in the delivery of all aspects of stores and workshop tasks and driving duties.

Principal Accountabilities:

1.	Carry out daily tasks in a safe & effective manner
2.	Ensure appropriate PPE is used for any task in hand.
3.	Safe delivery and collection of goods whilst driving the company van, ensuring driving activities are compliant with the Road Traffic Act, Highway Code and local driving restrictions.
4.	Conduct safe forklift activities as required.
5.	General assistance duties with stores and workshop activities.
6.	Ensure the stores and workshop is kept tidy and free from hazards.
7.	General washbay duties and steam cleaning / pressure washing of equipment.
8.	Make sure the wash bay is kept clean and tidy.
9.	Painting of client and Unity equipment.
10.	Report to Workshop foreman when the wash bay bund requires emptying.
11.	Ensure good housekeeping practices are kept in the stores, workshops & yard area's.
12.	Adhere to company QHSE policies and procedures.

Organisation:

a) Immediate Supervisor(s)	Line: Function:	Stores Foreman
b) Other jobs reporting to the same supervisor:		Storeman and Stores administrator
c) Direct Reports:		None

Job Context and Main Activities:

Work with the store personnel and workshop personnel to meet non-skilled task requirements.
 Keep the stores, workshops and yard tidy
 Collection and delivery of items using the company truck
 Steam cleaning of equipment

Financial Responsibilities and Approvals:

None

Relationships:

(Who are the job holder's most important contacts and for what purpose?)

Stores foreman, storeman and administrator, Workshop chargehand, senior technicians and technicians, COP contract personnel.

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Job Challenges: (Identify the most complex or demanding aspects of the job)
<p>Working between stores and workshop and balancing the requirements to meet departmental needs. Planning driving duties to meet operational requirements, taking account of break and rest requirements.</p>

Job Knowledge and Experience: (Indicate only the essential background qualifications, education, skills and aptitudes, specialist training and experience necessary to perform the job competently)
<p>Aptitude to learn Ability to follow verbal and written instruction A flexible attitude to a range of tasks and work situations Clean driving license Forklift driving experience desirable Working safely</p>

Health and Safety:
All Employees
<p>The incumbent must:</p> <ol style="list-style-type: none"> take reasonable care to prevent harm to themselves consider the potential for harm to others or the environment that may be caused by their acts or omissions work in accordance with information and training provided refrain from intentionally misusing or recklessly interfering with anything that has been provided for Health, Safety and Environment reasons report any hazardous defects in plant, equipment and workplace, or shortcomings in the existing controls, to a responsible person without delay not undertake any task for which authorisation and/or training has not been given. <p>Responsibilities of Managers and Supervisors</p> <p>The incumbent is responsible for ensuring that the HSE Management System is implemented within the operations under their control. The incumbent must actively monitor the workplace to ensure that acceptable standards are maintained. Where risks are identified the incumbent must ensure that these risks are controlled, so far as is reasonably practicable.</p> <p>The incumbent's duties include:</p> <ol style="list-style-type: none"> ensuring that employees, contractors and visitors are aware of relevant HSE procedures establishing that all equipment, plant and substances used are suitable for the task and are kept in good working condition: this includes the regular maintenance and servicing of equipment providing adequate training, information, instruction and supervision to ensure that work is conducted without harm to people or the environment taking immediate and appropriate steps to investigate and rectify any risks to people or the environment arising from the work activity bringing to the prompt attention of senior management any HSE issue that requires their attention ensuring that all incidents are properly recorded and reported and that an investigation is carried out to establish and rectify root causes actively participating in the HSE management system.

Job Description Agreed By:			
Job Holder		Date:	
Manager		Date:	