


SUMMARY OF MAIN DUTIES	Stores Assistant Band A	
RESPONSIBLE TO: Store Supervisor		
RESPONSIBLE FOR: N/A		
SPECIFIC CONDITIONS OF SERVICE		
<ul style="list-style-type: none">• Ability to work at other locations regionally		
SUMMARY OF MAIN DUTIES		
<ul style="list-style-type: none">• Reconcile incoming goods against despatch notes. Advise the Stock Controller of any discrepancies.• Locate stock quickly and accurately into racking or other holding location to ensure that stock records are correct and that a safe working environment is maintained.• Pick and pack orders received in line with customer requests and standard service level agreements.• Establish whether returned goods can be recycled or repaired, using established practice and supervisory guidance.• Ensure that customers are measured accurately and that correctly fitted items are supplied.• Ensures alterations and repairs to garments are made in line with current policy and practices• Work at other regional stores locations where demand• Conduct deliveries of stock between different stores locations.• Maintains vehicle regularly in line with force policy• Provide an efficient customer service to ensure timely communication is maintained with users of the service• Arrange appointments for customers, maintain a diary system and liaise with relevant specialist departments with regards to individual requirements• Place purchase orders and requisitions as required• Conduct periodic stock checks as required		