

Stores Assistant

District/Department	Regional Procurement & Stores	Rank/Grade	Band A
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Role purpose:	To provide a stores service to West Yorkshire, South Yorkshire and Humberside police forces to include but not limited to picking, packing, stock control, stock movement, telephone answering, fitting of uniform / equipment and other occasional duties as required by the Regional Stores Manager.
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Summary of Main Duties:

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 required

Conduct deliveries of stock between different stores locations.

Maintain 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

Competencies/behaviours

*Please access the College of Policing website and refer to the **Competency and Values** for a definition of the values and essential behaviours for each required competency level.*

Competency https://profdev.college.police.uk/competency-values/ https://profdev.college.police.uk/competency-values/	CVF Level Level 1 – Practitioner Level 2 – Supervisor/Middle Manager Level 3 – Senior Manager/Executive
We are emotionally aware	1
We take ownership	1
We are collaborative	1
We deliver, support and inspire	1
We analyse critically	1
We are innovative and open-minded	1

Core values for ALL employees:

Integrity
Impartiality

Public Service
Transparency

Experience, Education and Skills: *Ideally between 4 and 6 of each*

Essential:

Ability to work at other locations regionally

Basic knowledge of Microsoft packages (ie Excel and Word)

Experience of working in a customer-facing environment

Must possess a full UK Driving Licence class C1

Desirable:

Experience of working in a stores environment

Experience of measuring and fitting garments

Able to drive a vehicle up to 3.5T