


Role Profile	Stores Assistant	
Core Responsibility	Activities	
Personal Responsibility	<ul style="list-style-type: none">• Promote equality, diversity and Human Rights in working practices• Comply with health and safety legislation• Complete administration procedures• Maintain standards of professional practice• Work as part of a team• Make best use of technology	
Managing the Organisation	<ul style="list-style-type: none">• Provide specialist advice and knowledge• Provide customer service	
Administrative Support	<ul style="list-style-type: none">• Maintain a records management system	
Behavioural Framework		
<ul style="list-style-type: none">• Community and Customer Focus C• Teamworking C• Respect for Race and Diversity A• Effective Communication C• Problem Solving C• Planning and Organising C• Personal Responsibility B		