

Job Description and Personal Specification

Job Title:	Stores Operative		
Location:	Snugborough Trading Estate	Reporting to:	Stores Manager
Hours:	0700 – 1200 or 0700 – 1300 25 – 30 hours per week Monday to Friday	Department:	Stores

Job Description:

Main Job Purpose:
Responsible for picking and issuing stock for the production and office areas within DLP. Responsible for receiving deliveries and ensuring they correspond with the delivery notes.
Key Responsibilities:
<ul style="list-style-type: none"> • Responsible for the daily issuing of stock to all areas of the business when required. • Responsible for receiving deliveries into DLP and ensuring the delivery is correct to the delivery notes and documenting paperwork. • Off load deliveries as and when required. • Replenishing stock to locations once it has passed inspection. • Reporting any problems regarding stock shortage the stores office. • Preparing kits for the laminating production. • Use of the forklift truck. • Replenishing stock of resin / other chemicals for the trays manufacturing teams. • Ensuring stores and loading bay areas are kept clean and tidy. • Emptying waste skips when required. • Take reasonable care of your own, and others health and safety who may be affected by what they do or do not do. • Co-operate in all health and safety matters during the course of employment.

Personal Specification:

Requirements	Essential	Desirable
Educational attainment		GCSE level (Level 2/3 equivalent) qualification in English and Maths
Experience required	Worked in Stores environment Competent user of Microsoft Office.	Willing and able to learn new PC systems.

This job description is intended to give an overview of the responsibilities for the position. You are expected to be willing to undertake other work of which you are capable and for which you have trained or will receive training from the Company.