



# Stores Person

## Stores Department

Stage One is a multi-disciplined manufacturing facility spread over 12,000Sqm of estate. We have four manufacturing and storage facilities, engineering, fabrication, woodwork, finishing and a specialist manufacturing facility.

The Stores Department functions to support all the production departments at Stage One, from issuing tools to workshops, dealing with deliveries of items to preparing plant and stock items for on-site use.



<b>Salary:</b>	From £9.00 per hour, depending on experience
<b>Hours of work:</b>	7.30am-4.00pm with regular overtime, weekend work may be required
<b>Contract Type:</b>	Permanent
<b>Based at:</b>	Tockwith, near York



# Job Description

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## Stores Person Role:

The Stores Department at Stage One provide support to all the production departments and workshops to ensure the teams have tools and items as required and complete the preparation of site boxes for show venues across the UK, Europe and Worldwide.

## Key Responsibilities:

- To issue stock items to all Production Depts.
- To issues PPE to all Production Depts.
- To deal with deliveries and distribution of purchased items within the company.
- To prepare plant and stock items for on-site use.
- To control Company assets & stock items.
- To ensure agreed stock levels are maintained within stores through regular stock taking.
- To assist with stock taking as directed by the Stores Supervisor.
- To follow purchasing procedures in accordance with company standards & the QMS.
- To ensure plant, items and assets requested for site use are prepped and returned in accordance with company procedures.
- To ensure all company assets are identified and controlled in accordance with company procedures.
- Using the internal database for stock control.
- Completing of electronic timesheets daily.

*The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.*



# Person Specification

	ESSENTIAL / DESIRABLE
<b>Qualifications</b>	
A general education to include 5 GCSE passes at Grade C or above (including Maths and English), or an equivalent educational qualification, or relevant experience	<b>Essential</b>
<b>Knowledge</b>	
Knowledge of H&S and correct use of PPE	<b>Essential</b>
Knowledge of tools, plant and consumables	<b>Desirable</b>
Knowledge of GIA and purchasing procedures	<b>Essential</b>
Knowledge of ISO 9001 and 14001	<b>Desirable</b>
<b>Skills, experience, abilities and competencies</b>	
Experience of working independently and as part of a team	<b>Essential</b>
Experience of working to varying production deadlines & changing specifications	<b>Essential</b>
Ability to communicate effectively with a wide range of people	<b>Essential</b>
Ability to effectively organise and prioritise own work and follow procedures in order to produce work to a high standard, to required deadlines	<b>Essential</b>
Experience of using stock control systems	<b>Essential</b>
Ability to multi-task	<b>Essential</b>
FLT, Counterbalance Licence	<b>Desirable</b>
Good computer skills	<b>Desirable</b>
<b>Personal attributes</b>	
Positive attitude to work	<b>Essential</b>
Highly organised and able to work flexibly, under pressure and to tight deadlines	<b>Essential</b>
Drive, enthusiasm and commitment	<b>Essential</b>
Have a flexible approach to working hours, so that these can be arranged to meet the needs of the business, particularly during busy periods of the year	<b>Essential</b>
Willingness to undertake relevant training as appropriate	<b>Essential</b>
Recognises the need for change and is forward looking and regularly comes up with new ideas	<b>Essential</b>