Job Profile Form

1. Job Details
Job title: Assistant Storekeeper, Furniture Store, Chapel Street. C/E&B/045
School/Support Department: Furniture Office, Old College
Unit (if applicable): Estates & Buildings
Line manager: Head Storekeeper (Furniture store, Chapel Street) / Furniture Officer (Furniture Office, Old College)

2. Job Purpose
Provide all University schools / Departments and Student Accommodation with new and second hand furniture.
Organise and maintain the furniture stock (new and second hand) within the store.
Supporting the University by re-furbishment and re-issue of suitable second hand furniture.

3. Organisation Chart
(Please attach a chart, or draw one here)
Director of Estates and Buildings
/           
Depute Director
/           
Furniture Officer (AA2)
/           
Head Storekeeper (MS1/CN3)
/           
Assistant Storekeepers (MG2)

4. Main Responsibilities

<table>
<thead>
<tr>
<th>Main Responsibilities</th>
<th>% of time</th>
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<tr>
<td>1. Making up orders, preparing furniture for delivery, arranging stock brought in.</td>
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<td>2. Carry out minor repairs, assembly, dismantle furniture. Portering when necessary.</td>
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<td>4. Taking deliveries into Store and checking against copy Orders from Office.</td>
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<td>Liaison with contracted furniture removal companies for deliveries/uplifts to/from University schools/departments.</td>
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<td>5. In absence of Head Storekeeper, maintain the standard set out.</td>
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<td>6. When required, visit Schools/Departments to establish requirements and take</td>
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<td>appropriate action/advise Head Storekeeper/Furniture Officer. Carry out any other</td>
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<td>sundry duties allocated by Head Storekeeper/Furniture Officer.</td>
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5. **Planning and Organising**  
Preparing weekly uplifts/transfers of Stock.  
Planning visits to Departments, if required.  
Assist with physical Stock check.

6. **Decision Making**  
Use own initiative/judgement to organise Store and instruct contracted furniture removal companies.  
Assess work required to carry out regular duties. In absence of Head Storekeeper, assess what repair work is necessary. If problems arise, assess the situation and take necessary action, eg. pick out priority jobs. Maintain standards set out.  
Decide materials / actions required for repairs.  
Inform Furniture Office if new items to be ordered to provide for new staff etc.

7. **Relationships**  
Should be courteous at all times when meeting University staff, when delivering, inspecting, repairing or moving furniture.  
Working with other Staff within the Furniture Office and outside suppliers and removal companies.  
Keep Furniture Officer advised of any antique furniture returned to the Store, liaise on re-issue or auction arrangements.

8. **Knowledge, Skills and Experience Needed for the Job**  
Ability to keep Store clean and tidy.  
Attentive manner for taking delivery of furniture and checking against copy Orders from Office.  
Ability to liaise with contracted removal companies for deliveries/uplifts to/from University properties.  
Basic Computer skills required to use email and University Estates & Buildings ‘Repairline’ system.  
Ability to refurbish, assemble and make minor repairs to furniture.  
Ability to carry out instructions/written instructions.  
Physical fitness for minimal portering within schools / departments, as required.  
(Ability to read layout plans would be an advantage, though not often required.)

9. **Dimensions and Context**  
Furniture service (repairs/new/second hand/removals) provided to all University schools, departments and Student accommodation.

10. **Any Other Relevant Information**  
Arranging deliveries and uplifts for University schools/departments etc, to ensure services are received within their required timescales, where possible/reasonable.