THE UNIVERSITY OF EDINBURGH

Support Services Division

JOB DESCRIPTION

1. Job Details

Job title: Storeman / Driver C/E&B/090

School/Support Department: Support Services Division of Estates and Buildings

Line manager: Support Services Assistant

2. Job Purpose

To be responsible for the maintenance of the Support Services store ensuring that all stock levels are maintained and orders processed efficiently. To check deliveries from suppliers and maintain stock system within EBIS. To deliver stores to satellite stores within the Division.

3. Main Responsibilities

<table>
<thead>
<tr>
<th>% of time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>Deliver stores requisitions, new machinery, repaired machinery to supervisors’ satellite stores as well as supplies to departmental customers.</td>
</tr>
<tr>
<td>15</td>
<td>Monitor stock levels and reorder as necessary.</td>
</tr>
<tr>
<td>10</td>
<td>Check deliveries from suppliers and liaise directly where inaccuracies occur.</td>
</tr>
<tr>
<td>10</td>
<td>Enter stores received and deliveries made in EBIS system.</td>
</tr>
<tr>
<td>5</td>
<td>Carry out accurate stock takes of support services main store and assist in satellite store stock takes when required.</td>
</tr>
<tr>
<td>10</td>
<td>Liaise with internal engineers and external suppliers for the PAT testing and repair of new and existing machinery.</td>
</tr>
</tbody>
</table>

4. Planning and Organising

The post holder must plan on a daily and weekly basis the most efficient route for the delivery of stores to satellite stores. The post holder must also plan deliveries in consultation with external suppliers.

5. Problem Solving

The post holder must decide when goods delivered are incorrect or substandard and liaise with suppliers accordingly.

6. Decision Making

Take decisions on the most appropriate delivery pattern across the University in the most efficient and timely manner in relation to weekly supply distribution.
7. Key Contacts/Relationships

- The main contact is with Cleaning Supervisors and Support Services Assistant.
- Suppliers’ delivery staff and clerical assistants.

8. Knowledge, Skills and Experience Needed for the Job

- Fork lift driver trained
- Full clean driving license
- Knowledge of the correct usage of cleaning methods, materials, and equipment
- Knowledge of Health and Safety in a cleaning environment
- A degree of computer literacy is required
- Ability to communicate with a wide range of staff
- Physically fit to fulfil the requirements of the job

9. Dimensions

The post holder is required to deliver supplies to 60 satellite stores across 200 University buildings with a wide geographical location. The post holder will deal with approximately 15 different suppliers, and a customer base of approximately 30 members of staff.

10. Job Context and any other relevant information

n/a