

## *Position Description: Stores Assistant*

Business area: Purchasing  
FTE: As per Conditions of Employment  
Reports to: Purchasing Manager  
Hours of Work: 7:30 am to 4:00 pm

### *Position Objective:*

- *Provide timely and accurate warehousing and inventory distribution services*

### *Functional Relationships:*

| <b>Internal:</b>  | <b>External:</b>   |
|---|--|
| <ul style="list-style-type: none"><li>• Theatre and ward clinical staff</li><li>• Departmental Managers</li><li>• All other St George's staff</li></ul> | <ul style="list-style-type: none"><li>• Pharmacy staff</li><li>• Suppliers</li><li>• Delivery Agents</li><li>• Other users</li></ul> |



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### *Key Areas of Accountability:*

| <b>Area of Accountability</b>  | <b>Expected Results</b>  |
|--|--|
| <p><b>Stock Control</b></p>  | <ul style="list-style-type: none"> <li>• Inputs information and controls stock using a computerized inventory system.</li> <li>• Assists with stock rotation and ensures all stock is consumed by “use by date” when possible.</li> <li>• Ensures the warehousing of all supplies in a secure environment with particular attention to pharmaceuticals.</li> <li>• Dispenses stock proficiently in accordance with imprest levels.</li> <li>• Maintains a working knowledge of stock-on-hand and how this relates to St George’s business.</li> <li>• Supports and assists with a systematic and workable system for goods storage.</li> <li>• Undertakes cycle counting of all stock to ensure the integrity of computerised inventory levels.</li> <li>• Assists Purchasing staff with filing.</li> <li>• Unpacks and stores away all inwards goods in timely and efficient manner</li> <li>• Check all goods received reconcile to what is recorded on the delivery docket and matches with purchase order.</li> <li>• Checks all goods are in excellent condition and reports all damaged stock to the Purchasing Manager immediately.</li> <li>• Delivers ordered stock to departments</li> <li>• Assists purchasing staff with the distribution of departmental and imprest stocks.</li> </ul> |
| <p><b>Interpersonal Relationships/Teamwork</b></p> <p>Operates as an effective team member and contributes to the achievement of St George’s vision and strategic plan</p> <p>Communicates effectively with patients, colleagues, other health professionals and the public.</p> | <ul style="list-style-type: none"> <li>• Demonstrates the ability to prioritise resources and workloads to ensure efficient and effective functioning of the store.</li> <li>• Demonstrates respect and integrity at all times.</li> <li>• Establishes trusting functional relationships.</li> <li>• Interprets and adheres to lines of authority and uses proper channels of communication.</li> <li>• Accepts and effects constructive change and/or criticism.</li> <li>• Displays a good team spirit and adopts a positive approach to work.</li> <li>• Empathises with others.</li> <li>• Demonstrates the ability to work independently but with the capacity to work as part of a team.</li> <li>• Facilitates positive inter-departmental relationships.</li> </ul>  |
| <p><b>Professional Development</b></p> <p>Maintains a high level of professional development</p>   | <ul style="list-style-type: none"> <li>• Undertakes responsibility for meeting all the mandatory requirements of the organisation.</li> <li>• Ensures performance and development is undertaken according to hospital policy and participates in an annual performance appraisal and the setting of performance objectives.</li> <li>• Identifies own learning requirements/deficits and develops a plan in conjunction with the Purchasing Manager to address these.</li> </ul>   |



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| <b>Area of Accountability</b>  | <b>Expected Results</b>  |
|--|--|
| <p><b>Organisational effectiveness</b><br/>Contributes to the cost effectiveness and changing needs of the hospital business</p> | <ul style="list-style-type: none"> <li>• Sets appropriate priorities for workload.</li> <li>• Looks for ways and means to actively and effectively promote cost effectiveness.</li> </ul>  |
| <p><b>Professional Development</b></p>   | <ul style="list-style-type: none"> <li>• Undertakes responsibility for meeting all the mandatory requirements of the professional body and the organisation.</li> <li>• Participates in Performance Planning and Review.</li> </ul>  |
| <p><b>Quality Improvement</b></p>  | <ul style="list-style-type: none"> <li>• Participates actively in quality improvement activities by planning, implementing and evaluating improvements.</li> <li>• Initiates, participates in design and evaluates audits and applies outcomes to improve service provision.</li> <li>• Participates actively in Ministry of Health Certification and Accreditation process.</li> <li>• Documents and reports incidents accurately in accordance with hospital policy.</li> <li>• Participates actively in the development/review of policies and procedures.</li> </ul> |
| <p><b>Organisational Culture</b></p>   | <ul style="list-style-type: none"> <li>• Influences the wider Hospital culture and behaviours by promoting harmonious working relationships within the organisation.</li> <li>• Understands and promotes the concept of internal and external customers (e.g. patients, colleagues and clinicians) and the need for customer focus.</li> <li>• Maintains confidentiality in respect to all St George's operations, business, employees, clients and patients.</li> <li>• Adheres to St George's policies and procedures.</li> </ul>                                      |
| <p><b>Cultural understanding of the Treaty of Waitangi</b></p>   | <ul style="list-style-type: none"> <li>• Understands and has knowledge of the Treaty of Waitangi and its implications.</li> <li>• Promotes an awareness of ethnic and cultural differences, religious beliefs and obligations relating to the Treaty of Waitangi.</li> <li>• Displays cultural sensitivity and a willingness to work positively with organisational strategies to improve outcomes for Maori.</li> <li>• Respects diversity of cultural and religious beliefs amongst staff and patients.</li> </ul>   |
| <p><b>Health &amp; Safety</b></p>  | <ul style="list-style-type: none"> <li>• Ensures accidents and untoward incidents occurring in the department are reported.</li> <li>• Takes reasonable care for personal health and safety.</li> <li>• Takes reasonable care that your own acts or omissions do not adversely affect the health and safety of other persons.</li> <li>• Comply, as far as is reasonably able, with any reasonable instruction that is given to allow St George's to comply with the Health and Safety at Work Act 2015 and its amendments</li> </ul>                                    |



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| Area of Accountability   | Expected Results  |
|--|---|
|  | <ul style="list-style-type: none"> <li>• Co-operates with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to workers.</li> <li>• Ensures compliance with hospital security requirements and is vigilant in all matters of security.</li> <li>• Recognises safety hazards and initiates appropriate corrective actions.</li> <li>• Attend fire and evacuation training and participate in drills as required.</li> <li>• Participates in Health and Safety training as mandated by St George's from time to time.</li> </ul> |
| <p><b>Other Duties</b><br/>Undertakes other duties as requested by the Purchasing Manager or Chief Financial Officer from time to time</p> | <ul style="list-style-type: none"> <li>• Performs such duties in a timely, accurate manner and in accordance with St George's Hospital policies and procedures.</li> <li>• Has the ability to provide cover when other team members are absent</li> </ul>   |

### *Qualifications, Experience and Personal Qualities*

|                                   | Essential  | Desirable |
|-----------------------------------|--|-----------|
| <b>Qualifications</b>             |  |           |
| <b>Experience &amp; Knowledge</b> | <ul style="list-style-type: none"> <li>• Experience in warehousing and distribution of supplies</li> <li>• Able to demonstrate accuracy with stock counting</li> </ul>   |           |
| <b>Personal Attributes</b>        | <ul style="list-style-type: none"> <li>• Excellent interpersonal and communications skills</li> <li>• Attention to detail</li> <li>• Physically fit and able to lift and move heavy boxes (up to 20kg) safely</li> </ul> |           |

*Agreed by:*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(pp St George's Hospital)