

Position Description: Stores Assistant

Business area: Purchasing
 FTE: As per Conditions of Employment
 Reports to: Purchasing Manager

Position Objective:

- Provide timely and accurate warehousing and inventory distribution services

OUR VISION

To be an innovative centre of excellence,
 where people choose to receive health care and people love to work.

OUR GUIDING VALUES



Functional Relationships:

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



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Key Areas of Accountability:

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



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<p>Organisational effectiveness Contributes to the cost effectiveness and changing needs of the hospital business</p>	<ul style="list-style-type: none"> • Sets appropriate priorities for workload. • Looks for ways and means to actively and effectively promote cost effectiveness.
<p>Professional Development</p>	<ul style="list-style-type: none"> • Undertakes responsibility for meeting all the mandatory requirements of the professional body and the organisation. • Participates in Performance Planning and Review.
<p>Quality Improvement</p>	<ul style="list-style-type: none"> • Participates actively in quality improvement activities by planning, implementing and evaluating improvements. • Initiates, participates in design and evaluates audits and applies outcomes to improve service provision. • Participates actively in Ministry of Health Certification and Accreditation process. • Documents and reports incidents accurately in accordance with hospital policy. • Participates actively in the development/review of policies and procedures.
<p>Organisational Culture</p>	<ul style="list-style-type: none"> • Influences the wider Hospital culture and behaviours by promoting harmonious working relationships within the organisation. • Understands and promotes the concept of internal and external customers (e.g. patients, colleagues and clinicians) and the need for customer focus. • Maintains confidentiality in respect to all St George's operations, business, employees, clients and patients. • Adheres to St George's policies and procedures.
<p>Cultural safety and Te Tiriti o Waitangi To promote cultural awareness within St George's Hospital</p>	<ul style="list-style-type: none"> • Understands and has knowledge of the Te Tiriti o Waitangi and its implications for health. • Collaborates with colleagues regarding the integration of Te Tiriti principles of partnership, protection and participation in practice • Displays a willingness to work positively with organisational strategies to improve outcomes for Māori • Promotes an awareness of cultural differences amongst staff and patients (e.g. beliefs, gender, sexual orientation or disability) and the impact that beliefs and values have on practice
<p>Health & Safety</p>	<ul style="list-style-type: none"> • Complies, as far as is reasonably able, with any reasonable instruction that is given to allow St George's to comply with legislated Health and Safety at Work requirements • Cooperates with any reasonable policy or procedure relating to health or safety at the workplace • Ensures compliance with hospital security requirements and is vigilant in all matters of security • Participates in Health and Safety training as required by St George's



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Other Duties Undertakes other duties as requested by the Purchasing Manager or Chief Financial Officer from time to time	<ul style="list-style-type: none"> Performs such duties in a timely, accurate manner and in accordance with St George's Hospital policies and procedures. Has the ability to provide cover when other team members are absent

Qualifications, Experience and Personal Qualities

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

Agreed by:

Signed: _____ **Date:** _____
 (Employee)

Signed: _____ **Date:** _____
 (pp St George's Hospital)