

Position Description: Stores Assistant

Business area: Purchasing

FTE: As per Conditions of Employment

Reports to: Purchasing Manager

Hours of Work: 8.00am to 12.30pm

Position Objective:

- Provide timely and accurate warehousing and inventory distribution services

Functional Relationships:

Internal:	External:
<ul style="list-style-type: none"> • Chief Executive Officer • Hospital Manager • Chief Financial Officer • Patient Care Manager • Perioperative Services Manager • Infection Prevention and Control Coordinator • Accounts Payable Clerk • Quality Manager • Health & Safety Advisor • Theatre and ward clinical staff • Other 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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Organisational effectiveness Contributes to the cost effectiveness and changing needs of the hospital business	<ul style="list-style-type: none"> • Sets appropriate priorities for workload. • Looks for ways and means to actively and effectively promote cost effectiveness.
Professional Development	<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.
Quality Improvement	<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.
Organisational Culture	<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.
Cultural understanding of the Treaty of Waitangi	<ul style="list-style-type: none"> • Understands and has knowledge of the Treaty of Waitangi and its implications. • Promotes an awareness of ethnic and cultural differences, religious beliefs and obligations relating to the Treaty of Waitangi. • Displays cultural sensitivity and a willingness to work positively with organisational strategies to improve outcomes for Maori. • Respects diversity of cultural and religious beliefs amongst staff and patients.
Health & Safety	<ul style="list-style-type: none"> • Ensures accidents and untoward incidents occurring in the department are reported. • Takes reasonable care for personal health and safety. • Takes reasonable care that your own acts or omissions do not adversely affect the health and safety of other persons. • 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

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	<ul style="list-style-type: none"> • Co-operates with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to workers. • Ensures compliance with hospital security requirements and is vigilant in all matters of security. • Recognises safety hazards and initiates appropriate corrective actions. • Attend fire and evacuation training and participate in drills as required. • Participates in Health and Safety training as mandated by St George's from time to time.
<p>Other Duties Undertakes other duties as requested by the Purchasing Manager or Chief Financial Officer from time to time</p>	<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 safely 	

Agreed by:

Signed: _____ Date: _____
(Employee)

Signed: _____ Date: _____
(Chief Financial Officer)