

STORE PERSON

*Supporting Everyone to be healthy and live well*

**PURPOSE OF THE ROLE**

This position is responsible to receive goods into the Supply Department and dispatch goods to internal and external clients. The store person is to assist the Supply Department team in maintaining a safe, hygienic and clean environment as per the Victorian Cleaning Standards and report any unsafe equipment or potential hazards

<b>Position Details</b>	
Position Title:	Store Person
Department	Supply/Procurement
Reports to:	Supply/Procurement Manager
Positions Reporting to this role:	NIL
FTE:	Varied FTE and Casual
Budget:	Supply
Enterprise Agreement:	Health and Allied Services, Employees and Dental Assistants
Position Classification:	GK6
Position Description last reviewed:	January 2025

<b>Key Accountabilities</b>
Ensure a client-focused service is delivered in the receiving and issuing of stores
On receiving goods, ensure appropriate checks are conducted, items receipted and stored in supply or delivered to appropriate department for non-stock items
Ensure creditor invoices are prepared and distributed to accounts payable with appropriate time frames to maintain credit performance
Carry out imprest replenishment through the bar coding imprest system
Carry out daily pickings in an accurate and timely manner
Monitor and follow up back ordered items and delivery dockets in a timely manner
Carry out daily stock inventory counts
All return items to be processed daily in a timely and efficient manner as per departmental process
Work as part of the supply team and participate in monthly staff meetings
Courteous and effective customer services is applied to enquiries, either in person or over the phone
Deliver I/V fluids from the supply department to all ward imprests throughout ERH utilising a min/max report for each department
Comply with ERH purchasing policies and procedures





<b>Organisational Responsibilities</b>
Positively promote ERH within and externally to the organisation
Comply with the ERH and Victorian Public Sector Code (VPS) of Conduct
Each employee has a responsibility to comply and promote practices with all ERH policies and procedures and familiarise themselves with those relevant to their position

# POSITION DESCRIPTION

## STORE PERSON

Comply with relevant registration bodies mandatory continuing professional development requirements
Carry out all work and interactions in alignment with the CARE values
Report all incidents and near misses as soon as possible after the event
Participate in risk management activities and assist with identification and control of risks within their department or area of work
Actively support compliance with the National Safety & Quality Health Service Standards and other professional standards and relevant regulatory requirements
Actively participate in Performance Appraisal processes, five months after commencement and annually thereafter

### CARE Values

All staff are expected to behave in a way that is in alignment with our corporate values:	
<b>Collaboration</b> 	Works with a team focus Cooperates with others and gains input and support to assist in achieving objectives We work with others to achieve shared goals
<b>Accountability</b> 	Monitors the impact of one's own behaviour on others Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them
<b>Respect</b> 	Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience
<b>Excellence</b> 	Consistently supports and follows organisational policies and procedures Actively participates in identifying opportunities to improve what we do

### Key Relationships

Internal	External
All ERH staff	Suppliers
Nurse Unit Managers	Couriers
Department Heads	General public
Finance Department staff	

# POSITION DESCRIPTION

STORE PERSON

<b>Selection Criteria</b>
<b>Essential:</b>
Satisfactory evidence of National police check and vaccination status
Physical capacity to undertake manual handling
Behavioral qualities that reflect ERH Guiding Principles
Literacy and numeracy skills
Good communication and interpersonal skills
Competent computer skills and knowledge of MS Office
<b>Desirable:</b>
Sound knowledge of medical products
Knowledge and experience in maintaining creditor system
Knowledge and experience in warehousing, supply and logistics
Knowledge of manual handling procedures

## **TERMS & CONDITIONS OF EMPLOYMENT:**

Terms and conditions are in accordance with the Letter of Offer and Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: \_\_\_\_\_ Date:        /        / \_\_\_\_\_

Print Name: \_\_\_\_\_

cc: Employee File