TAMAR BRIDGE & TORPOINT FERRY JOINT COMMITTEE

**JOB DESCRIPTION**

**Job Title:** Storekeeper

**Grade:** D

**Location:** Torpoint Ferry

**Responsible To:** Technical Manager

**Main Purpose of Job:** The Storekeeper is responsible to the Technical Manager for logistic support for the Torpoint Ferry, technical staff, crews and administrative staff.

**Duties and Responsibilities:**

1. Responsible for population and maintenance of computerised records of spares, clothing and cleaning materials ordered and held in the stores.
2. Maintaining relationships with existing suppliers and identifying potential new suppliers to enable best value for money procurement
3. Negotiating prices with existing and new suppliers
4. Ordering equipment and clothing using the Cornwall Council procurement system.
5. Monitoring stock levels and supply lead times to ensure that stock levels are maintained to the agreed levels.
6. Ensure stock rotation is carried out for all items with limited shelf life.
7. Ensuring that all stock items are correctly and safely stored in an organised and accessible manner.
8. Populating and managing the organisations asset register
9. Carrying out periodic stock checks and ratification of asset register
10. Proposing changes to stock scale and scope to Technical Manager based on usage rates and applicability
11. Checking the daily cleaning material requirements of all Ferries and Control Towers ensuring that adequate materials are available for daily and weekend use when required.
12. Carrying out the mixing of bulk cleaning fluids using equipment provided.
13. To hold and maintaining up to date record of Safety Data Sheets and COSSH Data Sheets covering all cleaning materials.
14. Manage the receipt, issue, and associated records of all equipment/clothing/cleaning materials.
15. Maintain records of personal clothing and PPE issued to all staff.
16. To maintain high levels of cleanliness within the stores areas.
17. Utilising handling, and other, equipment to safely move stock
18. Ensure that all tasks and duties are carried out in accordance with current Health and Safety regulations.
19. Any other duties that may reasonably be requested appropriate to the grade of the post.