

Job Description – Stores Supervisor

REPORTS TO: Plant & Yard Manager

Overall Job Purpose:

As Stores Person, you will support the day-to-day operation of the stores facility and work closely with the Lifting Equipment Technician to ensure the efficient management of stock.

The role involves the handling and provision of PPE, Parts and lifting equipment, maintaining accurate stock records, and assisting with stock control processes. You will be responsible for checking deliveries to ensure items received meet company quality standards and are in line with purchase orders.

You will also support the inspection process for lifting equipment, including assisting with six-monthly checks to ensure compliance with legal and regulatory requirements.

Main Responsibilities and Duties:

- Oversee the day-to-day running and organisation of the store's facility
- Receive, check, and store deliveries, ensuring all items match purchase orders and meet quality standards
- Issue PPE, lifting equipment, and other stock items to operatives as required
- Maintain accurate stock records and update inventory systems in a timely manner
- Monitor stock levels and ensure stock is replenished in line with internal ordering protocol
- Ensure all lifting equipment is logged and trackable, with clear records maintained
- Assist with the inspection and maintenance process for lifting equipment, including six-monthly checks
- Keep the stores area clean, safe, and well organised at all times
- Support compliance with company procedures and legal requirements relating to equipment and PPE
- Assist with stock counts and periodic audits
- Work collaboratively with the Lifting Equipment Technician and wider team to ensure operational efficiency
- Follow all health and safety requirements, reporting any issues or defects promptly
- Undertake any other duties as required from the Yard management team.

Essential Skills, Experience and Qualifications:

- Previous Stores experience
- Previous Supervisory experience
- Stock management experience
- Lifting equipment experience would be an advantage

Hours and Environment:

7:30am till 5pm. Minimum of 45 hrs per week.

Due to the nature of this role, employees are expected to be co-operative in working outside their normal hours as necessary to cope with varying situations and workloads.

For completion by Role Holder to confirm receipt and acceptance:

Signed:	
Name:	
Date:	