

Job Description

Job title:	Stores Operative
Reporting to:	Logistics Supervisor / Manager
Location:	Cambridge and Peterborough

Job Purpose

As a Stores Operative your role is to control the day to day stock movements in and out of the depot whilst all products are cleaned and ensuring they are of a good standard prior to distribution. In addition the job holder is responsible for the depots deliveries and allocations of parts.

Main Duties and Responsibilities

Stock Control

- To be responsible for ensuring stock is correctly issued, received and maintained.
- To conduct accurate weekly stock checks.
- To ensure the correct labelling of all products within the warehouse with relevant part numbers, serial numbers etc.
- To be responsible for receiving in all stock via purchase orders both physically and electronically. Responsible for raising and logging GRN's.
- To ensure relevant supplier serial numbers are entered onto the relevant systems to enable tracking of individual items.
- To monitor the stock levels making sure new stock gets ordered by the Purchasing department at the correct time without causing delays.
- To be responsible for logging special orders and communicating receipts to Customer Services.
- To accurately pick stock for all orders and to be responsible for labelling stocks with relevant order numbers and patients names.
- To ensure all paperwork is accurately maintained in line with Company procedures and guidelines.
- To be responsible for the day to day maintenance of the Depot and to ensure good housekeeping at all times.
- To assist with stock takes when requested by the Materials Manager.
- To deal with the returned WCS accessories.
- To Quality Control on received goods, accessories and parts.
- To comply with instructions on job sheets.
- To comply with company and ISO9001:2015 processes and procedures
- Booking in goods and putting the parts away in a manner where anyone can find them if needed.
- Getting the drivers daily runs ready
- Sending back to supplier any goods which are not required or damaged in a timely manner.
- Doing regular stock takes of normal stock and high usage items keeping levels at a sensible level, not running out and not over-stocking.

- To ensure that batteries are tested appropriately.

Decontamination

- To ensure all contaminated stock arriving at the depot is covered with an orange bag and segregated from clean stock.
- To ensure paperwork is correctly documented, logged and filed creating a clear audit trail.
- To be responsible for closing down all collection orders completed from the previous day and for raising new documentation to start the decontamination process.
- To comply with work instructions for Decontamination and the procedure QPA010.
- To ensure that the correct PPE is worn at all times during the decontamination process.
- To ensure that stock levels for chemicals and accessories are maintained.
- To ensure that Jet Wash has been PAT tested and is in date.
- To wash contaminated product according to work instructions.
- To dry product after washing and segregate from decontamination area.
- When dry cover product with blue bag ready for return to normal stock or workshop for reconditioning or repair.

Repairs - Responsible for carrying out repairs to equipment when required to do so.

- Ensure that care, caution and protection from cross-infection/safety guidelines are followed when dealing with used products.
- Ensure that all used products are separated from new/issue goods, so as to negate the possibility of client cross-infection. (on and off site)
- Ensure, as is humanly possible, that all goods allocated meet the appropriate cleanliness and serviceability standards.
- Ensure that goods have been checked, charged (overnight) and adjusted (as per regulation) prior to leaving the depot for that day's activities.
- Report any process issues to the Logistics Team Leader.

Additional Information

Professional Standards

All staff must comply with the AJM Staff Code of Conduct.

Equal Opportunities and Dignity at Work

It is the aim of AJM Healthcare to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, creed, nationality, ethnic or national origin, sex, marital status or on the grounds of disability or sexual preference, or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job. To this end AJM Healthcare has an Equal Opportunities Policy and it is for each employee to contribute to its success. All staff should treat other staff, patients and the public with dignity and respect.

Appraisal

All staff will actively participate in an annual Appraisal process. All staff should have a personal/professional development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities.

Safeguarding

AJM Healthcare is committed to safeguarding and protecting children and vulnerable adults. All health employees have responsibility for safeguarding and promoting the welfare of children and young people in accordance with "Working Together to Safeguard Children" HM Gov 2006. This applies to employees with both direct and indirect contact with children and families.

Employees who do not provide specific services for children and families or vulnerable adults require basic knowledge of their responsibilities to identify and refer concerns appropriately. All employees must undertake training in safeguarding children and vulnerable adults but will have different training needs to fulfil their responsibilities depending on their degree of contact with vulnerable groups and their level of responsibility.

Confidentiality and Data Protection

Employees will have access to confidential information and will be required to ensure that the highest level of confidentiality is maintained at all times, adhering to all policies relating to confidentiality.

Employees are required to obtain, process and/or use person identifiable information in a fair and lawful way. The use of such information is governed by the Data Protection Act 1998 (DPA) and includes both manual and electronic records. Staff are expected to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose, and to disclose data only to authorised persons or organisations as instructed, in accordance with the Data Protection Act 1998.

Access to Health Records

All staff who contribute to patients' health records are expected to be familiar with, and adhere to AJM's Records Management Policy. Staff should be aware that patients' records throughout AJM Healthcare will be the subject of regular audit. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act 1998. All staff that have access to patients' records have a responsibility to ensure that these are maintained and that confidentiality is protected in line with AJM Healthcare Policy.

Health and Safety

All staff are required to comply with the requirements of the Health and Safety at Work Act and other relevant health and safety legislation and AJM Healthcare Policies and Procedures. All staff are required to make positive efforts to promote their own personal safety and that of others by taking reasonable care at work, by carrying out requirements of the law or following recognised codes of practice and co-operating with safety measures provided or advised by AJM Healthcare to ensure safe working.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the appropriate Committee if resolution has not been satisfactorily achieved.

All staff must ensure that waste produced within AJM Healthcare is disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.

Infection Control

All staff are required to follow AJM Healthcare infection control policies and comply with all measures known to be effective in reducing infection risk. All staff must complete infection control training at induction, and all staff whose duties involve patient contact must also complete infection control refresher training annually.

No Smoking Policy

There is a no smoking policy in operation in AJM Healthcare. In accordance with this policy smoking is positively discouraged and is not permitted in any areas.

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The above list of duties is not intended to be exhaustive and you will be required to undertake any other duties commensurate with the grade and in line with the requirements of the post. The duties and responsibilities may be subject to change, which will be done in discussion with the post-holder.