

**JOB TITLE:** STORES ATTENDANT

**JOB ID:** T1245

**Old JOB Number:** 0

**REPORTS TO:** SUPPLY OFFICER

**Date revised:** 1991-11-30

**MINISTRY/DEPARTMENT:** PUBLIC WORKS, COMMUNICATIONS AND REGIONAL DEVELOPMENT

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**PURPOSE:** Assist in ensuring that items are accurately received, properly stored and accurate records are made of their delivery.

**KEY OUTPUTS:**

- Stocks accurately received and delivered.
- Accurate records of stocks.
- Proper care, maintenance and security of stocks.

**RANGE OF ACTIVITIES:**

- Assist in taking receipt of and delivering stocks on request.
- Assist in writing up necessary records.
- Assist with proper care, maintenance and security of stock.

**QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

- A sound primary education plus the ability to understand and carry out simple instructions.

**DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:**

- The job holder is not the decision maker as to any receipt of or delivery of stocks. Impact can be measured by the accuracy of receipts and deliveries since discrepancies will result in failure to balance the bin cards with actual stocks.

**RESOURCE MANAGEMENT:**

- The job holder is not responsible for any resources.

**COMMUNICATIONS:** The job holder regularly communicates with the other officers in the stores and other members of staff who deliver and receive stocks.

**WORKING CONDITIONS:** Slight risk when lifting items.

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**PREPARED BY:** SENIOR PERSONNEL OFFICER

**CHECKED BY:** PRINCIPAL PERSONNEL OFFICER