

# Job Description

Job Title: **Storeperson Assistant**

JOB DETAILS		
JOB TITLE	:	Storeperson
ADVERTISED JOB TITLE	:	Assistant Storeperson
GRADE	:	
REPORTS TO	:	C&A Procurement Manager
UNIT	:	CSIR Conferencing & Accommodation
LOCATION	:	Pretoria
DATE	:	

JOB PURPOSE: (Provide a brief (2/3 lines) description of the main purpose of this job)
Orders, receives, handles and dispatches goods. Quality control of deliveries. Administrative processing and stock control.

ORGANOGRAM (Attach complete departmental structure to this document). Please provide below details:			
Total Number of Reports	Title of Direct Reports	Job Grade:	Nr of Incumbents
Direct: 1	- Store & Food Safety Assistant	- TBC	- 1
Indirect: 0	-	-	-
Total: 1			

PRINCIPAL ACCOUNTABILITIES: (Provide details of what the main accountabilities are and how these are affected)	Measures: (Provide details of how it will be evident that the required accountability has been achieved)
- Responsible for receiving of goods and checking of quantities, quality, and delivery conditions and temperatures of food (to prevent food poisoning etc.) and beverages products.	- Receiving records
- Responsible for dating and labelling of food and beverage stock.	- Monthly hygiene audits
- Responsible for recording and issuing of food and beverage stock.	- Compliance with receiving policy and stock rotation
- Data capturing in relation to receiving of stock, stock taking and issuing	- Stock system and financial reports
- Maintaining cleanliness, neatness and hygiene of stores, maintain record keeping for food and beverage safety and hygiene	- Monthly hygiene audits
- Stand in for Purchaser in their absence	- Customer Satisfaction
- Attend planning meetings and assist Purchaser to ensure that orders are placed and amended as per client requests.	- Customer Satisfaction
- Stock taking and reporting	- Timeous and correct reports

Work Related Dimensions	Yes/No	Detail
- Required to travel?	- No	-
- Responsible for more than one competency area / functional area?	- No	-
- Responsible for geographical area?	- No	-

Budgets (tick appropriate box)		Budget Amounts
<input type="radio"/> Has sole responsibility for managing a budget	No	
<input type="radio"/> Has shared responsibility for managing a budget	No	
<input type="radio"/> Responsible for monitoring adherence to a budget only	No	
<b>Minimum Experience</b> (required in order to do the job, not actual experience)		<b>Minimum Qualifications</b> (required in order to do the job, not actual qualification of incumbent/s)
<ul style="list-style-type: none"> <li>- 3 years' experience in stores, purchasing and receiving in a similar environment</li> <li>- Experience with stock and POS software</li> </ul>		<ul style="list-style-type: none"> <li>- Matric</li> <li>- Food safety and hygiene certificate</li> </ul>
		<b>Minimum Certifications/Accreditations</b>
		-
<b>Skills and qualifications</b>		
- Computer literacy		
<b>Desired Experience</b>		<b>Desired Qualifications / Certifications / Accreditations</b>
- Experience in diverse stores and purchasing in the hospitality industry		<ul style="list-style-type: none"> <li>- Certificate in Purchasing</li> <li>- Extensive training in food safety &amp; hygiene</li> </ul>
<b>Competencies required</b>	<b>Description</b>	
- COMPUTER LITERACY	- It is the ability to use computers and related technologies efficiently, with a range of skills covering levels from elementary (such as operating a phone, accessing information via the internet, using email and basic understanding of Microsoft office). Working knowledge of stock control and ordering software.	
- Ethical behaviour, honesty, transparency & living the values	- The motivation and orientation to act in an ethical, transparent and morally defensible manner. The capacity to stand up for one's beliefs and what is right in the face of opposition or criticism. Values and ethics refers to depicting conduct, dispositions and viewpoints consistent with personal integrity, as well as concern for, and sensitivity to, the fundamental values and ethics of the organisation. It includes the capacity for sound ethical judgement in an ethically complex work environment and in the face of pressures and constraints..	
- Excellence/quality orientation	- Follow-through, the motivation to ensure the highest standards of quality and productivity are consistently maintained.	
- Learning potential	- The ability to grasp new information with speed and ease and adapt one's responses accordingly.	
- Resilience, perseverance & stress-management	- The capacity to manage one's own and other's disruptive emotions and impulses and remain functional, focused and level-headed in situations of stress or pressure.	
- Rule-orientation	- The ability to achieve results following rules and procedures.	
- Planning & organising	- The ability to define tasks and milestones to achieve objectives, while ensuring optimal use of resources to meet those objectives.	

**SIGNED / APPROVED:**

Employee		Name		Date	
Direct Supervisor		Name		Date	
HR Manager		Name		Date	
Unit/Function Head		Name		Date	
Exec Director / Centre Manager / Group Manager		Name		Date	

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	<b>JOB GROUP</b>	:	