



ASCENSION ISLAND GOVERNMENT

JOB DESCRIPTION

JOB TITLE:	Storekeeper (Accommodation)
TEAM:	Stores, Procurement and Accommodation
REPORTS TO:	Stores, Procurement and Accommodation Team Leader
JOB PURPOSE:	To assist the Team Leader with the daily operations in AIG's Stores and Accommodation. Adhering to AIG's Health & Safety and Finance processes.

MAIN DUTIES

1. To carry out some of the functions associated with Stores stock control in accordance with Stores procedures.
2. To control and handle the stock issues to customers in Stores.
3. To make sure that all material requisition chits are authorised, documented and quality controlled.
4. Receiving and safekeeping of ordered goods, checking correctness, quality and condition.
5. To be responsible for carrying out daily/weekly stock checks independently on a regular basis.
6. To ensure that the Central Stores and other storerooms holding stock are kept clean and tidy to the standard set out in policies on Health & Safety in the workplace.
7. Assemble and deliver furnishings to AIG's Accommodation.
8. Preparation of accommodation including general cleaning of Gardens and Patios.
9. To be able to carry out minor DIY tasks in the Central Stores and Accommodation.
10. To operate forklift truck as and when required, including unloading and packing away freight cargo received.
11. To undertake any other related duties as requested by the Team Leader and be willing to work reasonable overtime as and when required.
12. To work in accordance with AIG's procedures and policies.
13. To work in a safe manner and to the standard set out in policies on Health & Safety.
14. To carry out ship work and stevedore duties as a core function, which involves working a 12-hour shift and at times, weekends as and when required.

RESPONSIBILITIES

1. Joint responsibility, with other storekeepers, for the day-to-day security of the Central Store and its contents.
2. Responsible for work equipment.

3. To comply with AIG's Health & Safety and other policies adopted by AIG.
4. To attend any training course which AIG may specify in the further development of the jobholder's role.

PERSON SPECIFICATION

Essential

1. To have achieved a good standard of education
2. Must have excellent customer service skills.
3. To have some basic knowledge of computer skills.
4. Must have working knowledge of Health & Safety at Work procedures and requirements.
5. Knowledge of First Aid Practices or willingness to learn.
6. Must be flexible to meet the needs of the organisation.
7. Must have a valid driving licence of classes A, B & J (including forklift licence and experience)

This Job Description indicates the main duties and responsibilities of the post. It is not intended as an exhaustive list.

The Ascension Island Government (AIG) reserves the right to amend this Job Description from time to time according to operational needs. Any changes will be discussed with you and confirmed in writing. Please note that you share with AIG the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

Updated: December 2024