



Job Description – Richfords Store Person

Job Title: Stores Supervisor & Emergency Response Technician	Date: January 2017
Location: Leigh House, M5 Depot & M25 Depot	Department: Operations / Production
Reports to: M25 Operations Manager with feedback from Field Co-ordinators	Subordinates: Possible Flexible members of staff at future dates
Full Time	Start Date: ASAP

Job Purpose:

The Stores Supervisor & Emergency Response Technician is the single point of contact for the accountability, control, issue and receipt for all assets, including infrastructure, issued to them.

To ensure that all assets and infrastructure on charge is held securely and maintained to manufacturers standards and Richfords guidance in readiness to re deploy at short notice.

To maintain a safe working environment with safe staff and safe equipment. As a minimum ensure that environmental issues, energy efficiency and waste management meet local authority guidelines and accepted standards.

To respond to new insurance perils where required and form positive relationships with customers, understand their needs and act accordingly, undertake damage limitation measures and install appropriate equipment.

Continue to uphold an exemplary working relationship with internal staff, departments and management along with external suppliers, customers and couriers.

Remain flexible and innovative looking for opportunities to improve good practise and remove areas of weakness.

Your responsibilities:

Role Responsibilities

- Responsible for all assets and infrastructure at the depot.
- Maintain depot processes and procedures, accurate stock levels through electronic and hard copy documentation.
- Conduct audits and checks where appropriate.
- Provide movement control through issue and receipt of assets, through electronic means.



- Plan and organise periodic inspections and servicing of assets and infrastructure.
- Complete fault reporting, maintenance and repair of assets.
- Set a high standard in equipment husbandry.
- Maintain health and safety standards throughout all functions.
- Oversee control of replenishment of consumables and exchanges.
- Control and issue of COSHH in line with MSDS and risk assessments.
- Oversee waste disposal in conjunction with current waste regulations.
- Control hard and soft services.
- Responding to emergency situations, as a technician, to undertake damage limitation measures.
- Deploy drying equipment appropriately to water damage projects.
- To be able to form positive relationships with those affected by Insurance perils.
- Be a member of the on-call rota as an emergency technician.
- Waste disposal in line with local authority and agreed standards.

Professional Responsibilities

- Ability to work unsupervised and, on occasions, with little direction.
- Take a pro-active approach to developing own performance to contribute to continual improvement in the quality and efficiency of our service to all customers by consistently demonstrating:
 - Responsive/flexible attitude to meet operational business needs.
 - Conduct continual personal development to maintain an expert standard.
 - A professional approach forming a good work ethic and positive outcome.
 - Self motivator but also working together to see the 'bigger team picture' of moving forward together.
- Providing innovative ideas through paying attention to detail and having a broad understanding of other roles and needs.
- To undertake other duties not specifically stated above, which from time to time are necessary for the effective performance of the company, without altering the nature or level of responsibility involved.
- Train and develop as a fire and flood technician for initial site visits as required.
- Be prepared to assist on the on call rota system.

We have a no-smoking policy on company premises, vans and whilst on customer premises.

Reviewed By:		Date	
Approved By:		Date	
Last Updated By:		Date	