

HEALTHCARE DIVISION

Job Description

Job Title	Stores Porter
Location:	Royal Stoke University Hospital
Hours of Duty:	Various
Managerially accountable to:	Patient Catering Manager
Key Relationships:	Senior Sodexo Managers and staff, Client, patients, Contractors and Suppliers

Role Summary

To assist in the receipt and delivery related to catering stores activities. To ensure that all designated areas are maintained in a clean and hygienic manner at all times.

Key Areas

Communication & Relationships Skills

- Good communication skills to enable communication with colleagues, clients, patients, visitors and tradesmen regarding on job duties and provision of stores service,
- Ability to work as part of a team
- Average level of numeracy and literacy skills

Knowledge, Training & Experience

- Basic Food Hygiene
- PC skills
- Manual Handling training
- Working knowledge of the activities of the hospital premises as they relate to portering and transport activities
- Understanding of how to work safely within all relevant Company Health and Safety working practices

Analytical & Judgemental Skills

- Routine decisions on ensuring efficient stores service is maintained referring to line manager as necessary
- Checking quality and quantity of goods upon delivery

Planning & Organisational Skills

- Ensuring all delivery notes are processed promptly in accordance with Trust procedures
- Maintaining delivery schedules to all areas as directed by the catering management
- Placing orders with approved suppliers
- Plans own work schedule

Physical Skills

- Operation of Stores equipment
- Manual lifting and moving of heavy goods
- Manipulation of trolleys, cages and other equipment for moving stock
- Washing of Equipment

Responsibility for Patient/Client Care

- Incidental contact with patients in carrying out stores duties
- Ensuring delivery of stores and patient meals to outer buildings

Responsibility for Policy/Service Development

- Comment on stores policies as necessary

Responsibility for Financial and Physical Resources

- Ensure all stock levels are controlled and rotation procedures are maintained
- Ensure maximum security in control of stocks within the provision of stores at all times.
- Assist in the receipt, checking and signature for all goods received or delivered.
- Observe correct use and care of equipment reporting any deficiencies in accordance with company procedures
- Ensure standard of cleanliness throughout the provision of stores comply with the standards set by management.
- Report and where possible take action for any incidents of accident, fire, loss, damage, theft, unfit food or other occurrences.
- Maintain the required standard of hygiene, cleanliness and safety in the storeroom through regular cleaning.

Responsibility for Human Resources

- Guidance on to new starters and colleagues on own area of operation.

Responsibility for Information Resources

- Maintain own work record as appropriate
- Assist in regular stock checks as and when required and extending stock sheets.
- Report and record defects and faults

Responsibility for Research and Development

- Participate in staff surveys as necessary.

Freedom to Act

- Work in accordance with laid down procedures referring matters to supervisor as necessary.
- Checking of quality and quantity of goods on delivery.

Physical Effort

- Manual lifting and moving of stores supplies throughout the day
- Use of moving and stores handling equipment
- Walking around the site
- Washing of equipment

Mental Effort

- Concentration in checking stores and evaluating stock levels, using machinery and collection of cash.

Emotional Effort

- Work as part of a team

Working Conditions

- Collection of stores from store room
- Exposures to dust
- Requirement to work outside to take delivery of stores

Personal/Professional Development

- To take every reasonable opportunity to maintain and improve your professional knowledge and competence
- To participate in personal objective setting and review, including the creation of a personal development plan

Standards of Behaviour

- The principles of "Improving Working Lives" must be upheld at all times
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Health and Safety

- To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work
- To co-operate with University Hospital of North Staffordshire Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to

Confidentiality

- To ensure that confidentiality is maintained at all times

Equality and Diversity

- To promote equality and diversity in your working life ensuring that all the staff and patients who you work with feel valued and treated in a fair and equitable manner

Infection Control

Infection Control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

All staff employed by the UHNS Trust have the following key responsibilities:

- Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas and between each patient contact.
- Staff members have a duty to attend mandatory infection control training provided for them by the Trust.
- Staff members who develop recurrent skin and soft tissue infections and other infections that may be transmittable to patients have a duty to contact Occupational Health.

Other

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trusts intranet, or alternatively copies can be obtained from the Human Resources Directorate.

Signed Employee _____ Print _____

Signed Manager _____ Print _____

Date _____