

Job Description:   
 Tool Store Operative

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| Function: | Warehouse | |
| Position: | **Multi Trained Operative** | |
| Contract Days: | Monday - Friday | |
| Contract Hours: | 38 hours per week | |
| Hours of work: | 08.00 – 16.30 Mon, 08.00 – 16.00 Tues - Fri | |
| Immediate manager  (N+1 Job title and name): | Neil Stallwood, Warehouse Supervisor. | |
| Position location: | Phillips 66 Humber Refinery | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | |
| * To assist in the day-to-day operation of the Warehouse ensuring all aspects of store keeping and Tool Store operation are conducted safely and in a timely manner. Carrying out daily activities as instructed by the Warehouse Supervisor, including but not limited to, inventory control, receipting, locating, work packing, counting & issuing form Warehouse and Tool Store. * Basic tasks include, but are not limited to: * Take reasonable care of both your own health & safety and that of others, ensuring all company safety & quality systems are followed at all times and report any incidents or suggestions to your line manager. * To work as part of the larger warehouse team to provide faultless customer service, excellent general housekeeping and a collaborative team environment. * Picking customer orders * Loading & unloading of vehicles * Dispatching goods for repair/overhaul * Carrying out audit of inventory | | | |
| 2. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. | | | |
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| 3. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Internal and external issues from stock, including the timely picking of material reservations for collection updating the SAP Staging Tool for all applicable transactions. * Unpacking, checking, posting and locating of receipts, including raising of Purchase Order discrepancies in a timely manner and in accordance with P66 procedures. * Operate the Kardex storage media, locating, withdrawing etc. Be able to resolve issues with faults and maintenance of stock records within the Kardex software. * Operate the specialist handling equipment that is used within the warehouse including; Counterbalance, Aisle-master Reach Truck & Rough Terrain Forklifts. * Responsible for all materials requiring quality inspection ensuring 100% compliance of P66 procedure. * Process all Work Pack requests in accordance with current policy or as directed by the Warehouse Supervisor. Ensure that these are correctly located, staged and accounted for. * Unloading of delivery vehicles, including chemicals at the chemicals storage yard and oils & lubricants at their respective storage area. * Arranging transportation for tools and materials requiring onward shipment form the Refinery as and when required. * Ensure that all area are maintained to an excellent standard of housekeeping, making sure that all items are labeled and stored in a clean and tidy condition. * Ensuring all items received in the Warehouse are accounted for and signed out by the collecting party. * Maintaining the customer issuing hatch at all times during the normal working day, responding to customers in a timely & professional manner. * Processing Goods Receipt documentation received from procurement and off site customers as required ensuring relevant paperwork is in place. * Maintaining all documentation such as test certification where applicable for both tools and materials. * Restocking of the various vending machines around site as and when directed by the Warehouse Supervisor. * Issuing and receiving of tools, using the Tool Hound software, ensuring that the requester has the correct permission to receive the item and has the correct documentation. * Replenishing of tool store items as and when required, using SAP * Liaising with third parties, in the repair and overhaul of tool store items * Filling the lubricators with oil to ensure tools are fit for service. * Responsible for ensuring bicycles are sent away for repair/service and that the records are maintained. * Resolve any iPay discrepancies in SAP * Carry out Audit/Stocktaking of all materials as directed by the Warehouse Supervisor. |

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Customer focused exemplary work ethic and attitude * Excellent SAP knowledge and experience * Good knowledge of materials, metallurgy, equipment and components * Understanding of stock preservation * Good communication skills both written and oral * Be able to balance long/short term priorities * Flexibility – responsive to changing needs * Able to work effectively both individually and as part of a team * Accepts ownership, is accountable and delivers on commitments * Innovative & responsive * Computer literate, experienced in Microsoft Office – Excel, Word etc   Full Driving License   |  | | --- | | **8. Person Specification** –Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively | | * After a satisfactory probation period you will be expected to follow the onsite shift pattern. * 1 every 5 weeks. * Monday 14.30 – 23.00, Tuesday – Thursday 15.00 – 23.00, Friday 12.00 – 20.00 |  * Excellent SAP knowledge and experience * Minimum 5 years’ experience of working within a maintenance discipline |

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| 9. Signature   * I agree that I have been fully briefed on my job role and that my job description has been explained.   Employee’s Signature:  Employee’s Name:  Date:  Manager’s Signature:  Managers Name:  Date: |