

Job Task Analysis

Storeperson



Job Description:

Job overview: A Storeperson employee is responsible and accountable for supporting the fulfilment of department requisitions through the efficient and timely processing and delivery of orders, including food and beverage products and general goods for use throughout the RACV property.

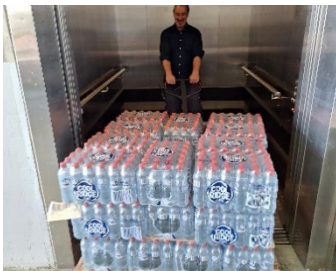
Environment: Loading dock (indoors and outdoors), exposure to varying weather.

Psychosocial demands: Close interaction with work colleagues.

Shifts: Due to the 7day/week nature of the operation, flexibility is required by the incumbent to assist with occasional unscheduled or on call duties and will require a presence on weekends.

PPE: Closed toes shoes, Glover as required.

Pallet Jack



Clear Rubish into bins



Maintaining stock



Key Tasks:

1. Process the ordering, receipt and issuing of stock for all departments, ensuring the type, quantity and where applicable quality of goods is accurate and delivered on time.
2. Deliver goods to various departments and if required pack stock away, ensuring effective stock rotation practices are implemented.
3. Participate in stocktake, ensure stock is rotated on a regular basis in all storage locations and maintain storage rooms.
4. Accurately record and maintain all records relating to stock control.
5. Ensure that work area presentation is always at the agreed standard, ensuring compliance with all relevant regulations.
6. All orders are placed with Vendors or Suppliers within the agreed timeframes to ensure timely delivery and relationships are maintained.

Postural Tolerance	O	F	C	Comments
Sit	√			Admin tasks
Stand		√		As required
Walk		√		Loading bat to storeroom
Kneel	√			Low shelves
Squat	√			Low shelves
Crawl				N/A
Twist	√			Avoided by moving feet

Material Handling	O	F	C	Comments
Lift		√		15kg max
Carry		√		15kg max
Push		√		Pallet Jack
Pull		√		Pallet Jack
Reach		√		Stock from shelves
Grip			√	Pallet Jack
Dexterity	√			Minimal tool use

Job Modifications:

- Reduce manual handling tasks
- Increased Task rotation

Alternate Duties:

- Complete seated Admin duties within role
- Rotate to other area of resort