

## Aspire Job Description

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<b>Job Title:</b>	<b>CLOTHING &amp; AMMUNITION STOREKEEPER      POSITION ID: STK 329</b>
<b>Entity:</b>	<b>ASPIRE DEFENCE SERVICES LIMITED (ADSL)</b>
<b>Location:</b>	Aldershot
<b>Reports to:</b>	Team Leader
<b>Key Purpose of the Role:</b>	<p>The issue, replacement, withdrawal and conditioning of clothing and accoutrements and other contractual tasks within the GSSU as required by the Authority Stores Team Leader.</p> <p>The daily picking, issuing/receipting and back-loading of ammunition and Brass Salvage scrap as required by the Authority's in accordance with their current regulations</p> <p><b>QHSE</b></p> <ul style="list-style-type: none"> <li>• Ensure the adoption of KBR/ADSL HSE policies and procedures throughout the area of responsibility.</li> <li>• Work safely, consider the safety of others and work within the guidelines of KBR/ADSL QHSE policies and procedures.</li> <li>• Undertake routine checks as required to ensure compliance with QHSE and site regulations, recording of any such checks and reporting anything considered to constitute a risk. This will include all accidents, near misses and general defects resulting in a risk to employees.</li> <li>• Ensure all Accidents and Incidents are reported to the Help desk.</li> </ul> <p><b>Key Responsibilities:</b></p> <p><b>Service Provision:</b></p> <p>Key activities and company or legal standards to be complied with.</p> <ul style="list-style-type: none"> <li>• The physical Issue and receipt of ammunition demands.</li> <li>• Salvage inspection and packing.</li> <li>• Assisting with weekly/monthly checks.</li> <li>• Preparation in the back-loading of salvage and containers.</li> <li>• Prepare all demands for issue.</li> <li>• To be available on call as requested.</li> <li>• To comply with the Authority's current Ammunition accounting regulations.</li> <li>• To comply with the Authority's current security regulations, local standing orders and ADSL local procedures.</li> <li>• To ensure that any ammunition that is missing is reported immediately to the attention of Authority Unit/GMT/KBR/ADSL management.</li> <li>• To ensure the areas around the compounds are kept clean and tidy.</li> <li>• Be prepared to work overtime within this role.</li> <li>• Replace and issue items of clothing and accoutrements to all entitled</li> </ul>

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Military and MOD civilian personnel within the entitlements, scales and respective Dress Regulations contained within DLF.

- Check incoming receipts against Supply Issue Vouchers and store in correct stock locations using the current authority warehouse management system.
- Ensure that all recovery and debit voucher action is completed correctly using the current authority regulations.
- Ensure that all Clothing Individual Form Requests are accurately completed.
- Completion of Tailoring Chits.
- Undertake kitting and de-kitting of military and MoD civilian personnel.
- Undertake condition assessment of returned clothing items prior to disposal or reuse.
- Move goods and stores using company vehicle provided.
- Support the Senior Storekeeper in daily housekeeping duties ensuring the cleanliness of the warehouse is maintained to a high standard.
- Ensure that customer's enquiries are dealt with within response times in line with the contract.
- To provide Petrol Oil Lubricant (POL) fuel dispenser cover as required.
- To carry out any reasonable tasks as requested by management.

### Qualifications

#### Essential:

- Ability to achieve full SC clearance.

#### Desirable:

- All Arms Stores Accountant.
- Authorised Rep by road and Unit Ammunition Storeman Qualification.
- NVQ Level 2 in Distribution, Warehousing and Storage or equivalent.
- Full, clean and current driving licence.

### Experience & Knowledge:

#### Essential:

Level of experience and/or knowledge required in technical, business or managerial areas of responsibility

- Extensive experience in authority ammunition accounting.
- A good understanding of the current authority warehouse management system.

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### Desirable:

- Previous experience in an MoD Stores environment would be an advantage

### Skills:

Consider the Core Competencies required to carry out the role by referencing the competency framework:

- Proven ability to work unsupervised and under pressure.
- Proven ability to work in a team environment.
- Good interpersonal skills both internally and with customers.
- Good communication skills.
- Has the ability to work to targets and deadlines.
- Be organised and tidy.
- The ability to complete manual handling tasks.
- A good level of IT and literacy skills.

### Date:

04/01/20