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| **POSITION TITLE** | Stores Assistant |
| **POSITION TYPE** | Permanent |
| **REPORTS TO** | Stores Coordinator |
| **LOCATION** | Nelson (and elsewhere as required) |
| **DATE ESTABLISHED** | May 2025 |

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| PURPOSE OF THE POSITION |
| * To support the various Business Unit teams to perform at its best by providing a range of stores and yard functions.
* To be a positive, proactive team member with a flexible and helpful attitude.
* To work within and respect Kernohan health & safety and quality policies and procedures.
* To consistently have the best interests of the organisation, its staff and customers at heart.
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| KEY RESPONSIBILITES |
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| Responsibility | Expected Outcome |
| **Yard Tasks** | * Complete a range of yard tasks to support the successful delivery of jobs to customers – on time, on budget and to required standards.
* Ensure the worksite – Kernohan or customer – is maintained in a safe, tidy, and hygienic condition.
* Attend internal and external meetings as required – be an active contributor of information, demonstrating accountability and a desire for the team to deliver the best service to internal and external customers every time. Be a supportive work mate - be helpful, flexible and positive at all times.
* If unsure about expectations at any time proactively ask for support and guidance from your supervisor or a senior team member.
* Consistently operate within required Quality, Health & Safety, and standard operating procedures (SOPs) – where concerns, issues or questions exist seek support from your supervisor or a senior team member.
* Be willing to accept guidance and constructive feedback should opportunities for improvement be identified in understanding and application of Health & Safety and Quality standards.
* Act professionally at all times as a positive ambassador for Kernohan.
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| **Store Tasks** | * Assist with the tool store – be helpful, resourceful and show urgency to help the business deliver high quality work.
* Successfully support the issue and receipt of tools for team members.
* Repair small tools on request.
* Completes regular company vehicle inspections, including forklifts and commercial vehicles.
* Complete various tests on tools and equipment if suitably trained and requested to e.g., electrical, gas detection.
* Organise various tests on tools and equipment via external providers if required and on request e.g., checks on lifting equipment.
* Complete various pickups / drop offs with suppliers and customers to support the business.
* Assume the role of Storeman for onsite customer shutdown work as required.
* Act as back up to the front store function, stepping in to cover breaks, leave etc., as required.
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| **General** | * Willingly undertake other projects and tasks, e.g., basic maintenance and repairs, in order to be a positive contributor to the overall success of the Kernohan team.
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| KEY RELATIONSHIPS |
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| **Internal:*** Business Unit Managers
* Workshop Team Leaders/Supervisors.

**External:*** Customers
* Suppliers
* Contractors
* Members of the public
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| QUALIFICATIONS, SKILLS & EXPERIENCE |
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| * Practical experience working in a stores / materials function - mandatory.
* Experience maintaining small tools - preferred.
* Exposure to working environments involving engineering, machining, welding, fabrication etc – preferred.
* Current Drivers Licence - Class One, mandatory.
* Current Drivers Licence - Classes Two, Three, Four, Five; Wheels, Track and Forklift Endorsements preferred.
* Good computer skills – able to complete data entry tasks, use spreadsheets etc.
* A willingness to take ownership and a desire to make things better for the business, team, and customers where possible.
* Genuine commitment to Health & Safety, Quality, best practice operating standards and a job well done – holds self-accountable to the highest of standards and will expect the same of others.
* Sound planning and organisation skills – able to manage self successfully.
* A good relationship builder – able to build trusted relationships; respected by others for being a reliable, high performing team member intent on delivering the best job every time.
* A good decision maker when faced with operational challenges – able to successfully work through problems to meet the needs of customers, team members and the business.
* Able to make sound assessments when faced with potential risk e.g., health & safety, quality. Unwilling to compromise on standards and expose self, the team or company to levels of undue risk.
* A desire to be part of a continuous learning environment – willing to offer an opinion and encourage team members to do the same.
* High integrity and trust – able to fulfil diverse pieces of work under different umbrellas with Kernohan’s best interests at heart.
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