

VACANCY

STORE-PERSON/ICE FACTORY OPERATIVE

Overview

Peterhead Port Authority maintains a stock of spare parts and consumables to ensure that repairs to the Ports key assets can be completed with minimal downtime. The stock includes electric motors, mechanical and electrical equipment, valves and other long lead items that are necessary for the immediate repair of vital equipment such as the Shiplift, Ice Factory and navigation equipment.

Furthermore, the store also contains safety critical equipment such as PPE, lifting accessories, harnesses, CoSHH materials and electrical tools that in accordance with statutory safety regulations, PUWER and LOLER, require to be formally inspected on a regular basis and or stored and used in a controlled manner.

It is envisaged that attendance at the store and managing stock will only form part of the role with the remainder of the time providing support to the shift operatives at the new Ice Factory.

As store-person, you will be responsible for

- Accepting deliveries and checking delivery notes.
- Liaising with suppliers to resolve any damaged materials or shortfalls on receipt.
- Maintaining an electronic record of stock levels on Microsoft Excel or other stock control software.
- Maintaining a record of all materials and equipment dispensed.
- Ensure that electrical equipment provided to PPA staff is PAT tested and visually checked before being issued in accordance PUWER Regulations 1998.
- Inspecting the condition of electrical equipment returned after use and arranging for repair and retesting where necessary.
- Ensure that lifting accessories (web slings, chains and shackles) are tested in accordance with LoLER Regulations 1998.
- Inspecting the condition of lifting accessories returned after use and arranging for repair and retesting where necessary.
- Ensure that CoSHH materials being dispensed is controlled and only provided to competent PPA staff with the correct safety data who have been adequately briefed in accordance with CoSHH Regulations 2002.
- Obtaining CoSHH assessments for the stocked materials and ensuring that adequate PPE is available for the safe use of material stocked.
- Maintaining adequate stock levels of regular consumables
- Obtaining quotations from suppliers of bulk consumables.
- Keeping the store in an orderly and organised condition such that materials and equipment can be located and dispensed quickly.
- Completing regular stock checks and liaising with the accounts team on stock value.



Skills and knowledge

- Competent in use of Microsoft Office (excel, word, outlook email)
- Excellent organisational skills.
- Strong communication skills.
- Experience in maintenance and/or use of electrical tools and equipment.
- Experience in operation of counterbalance or telehandler forklifts.
- Clean driving licence.

As Ice Factory Operative, you will

- Support the late shift operative.
- Operate the Ice Factory to ensure sufficient stock is always available.
- Dispense ice to fishing vessels.
- Deliver ice in bins to the Fish Market or Fish Merchants.
- Provide holiday cover for shift operatives.
- Provide weekend call-out cover on a 3-week rota basis.

Personal qualities

- Ability to communicate at all levels in a professional manner.
- Ability to establish and maintain effective relationships with all staff.
- Conscientious and self-motivated.
- Uncompromising.
- Willingness to learn, self-develop and participate in training.

Remuneration

A competitive package along with provision of a company vehicle is available to the successful candidate.

Applications should forward their CV and a cover letter by email to Imogen.reid@peterheadport.co.uk

Applications will close at midday on Monday, 22nd April 2024.