

## Position Description

Position Title	Advanced Storeperson
	30025686
Division	Finance and Resources
Department	Materials Management
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Storeperson Advanced
Classification Code	GK6
Reports to	Supply and Loading Dock Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"> <li>• National Police Record Check</li> <li>• Drivers Licence</li> <li>• Immunisation Requirements</li> </ul>

## Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

## Our Vision

Excellent Care. Every Person. Every Time.

## Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

## The Position

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

The Materials Management Department at Bendigo Health Care Group provides all the supply, linen and mail requirements for the group and several external healthcare providers. Staff report to the Materials Management Director who is also responsible for the management of the Equipment Library, Bendigo Health Linen Exchange and the delivery of mail within the group.

The Materials Management team is responsible for replenishment and demand management to ward, purchasing and distribution of high quality, cost effective medical supplies to the Bendigo Healthcare Group and several other external healthcare providers within the Loddon Mallee Region.

## Responsibilities and Accountabilities

The role of the Store person is to assist in the receipt of goods, unpacking, checking, computer entry, shelf stocking, picking, delivery, replenishment, loading trolleys or truck, driving and delivery to customers and departments of the Bendigo Health Care Group.

## Key Responsibilities

- Undertake the full range of store person duties as they relate to receiving, computer entry, shelf stocking and stock rotation, scanning, stocktaking, picking and delivery.
- Undertake a range of administration duties including assisting with customer and general enquiries.
- Ensure compliance to BHCG safety standards.
- Comply with the set policies and procedures for handling medical stores
- Other duties as directed by the Supply and Loading Dock Manager.

## Key Selection Criteria

### Essential

1. Completion of Year 12 Secondary School
2. Previous experience in a Healthcare, Warehousing and or Fast Moving Consumer Goods environment
3. Physically capable of performing manual handling activities
4. Demonstrated computer skills using a variety of applications
5. Excellent communication skills and ability to solve problems
6. Demonstrated ability to work as part of a team and unsupervised

### Desirable

7. Ability to meet deadlines and prioritise delegated tasks within set time frames
8. Motivated and enthusiastic with a positive attitude

## Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.

- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*