

Position Description, Inherent Requirements of Position – Warehouse: Store Person

Frequency and Duration of Essential Tasks

Warehouse stores person is responsible for all aspects of warehouse functions including the receiving, storing, handling, shipping and preparing of product for customer delivery while maintaining the warehouse in a safe manner.

Essential Tasks	Frequency	Duration
Data Management	complete documentation and data entry	This task is undertaken throughout the working day as required.
Receiving goods	Receiving goods from delivery truck and check order on pallets, complete documentation and data entry, break worn pallet if mixed order, transport of goods and stock into storage areas.	This task is undertaken throughout the working day as required. This task occurs frequently throughout a shift.
Stock management	At various times complete stock checks and data entry of stock levels.	This task is undertaken throughout the working day as required.
Picking and distribution of goods	Receive order request and pick order from storage areas onto trolley/pallets/boxes etc. Transfer and deliver to wards etc. if working at operational facilities. This task occurs frequently throughout a shift.	This task is undertaken throughout the working day as required.

Environmental and Organisational Factors

Condition	Description
Heat	Staff maybe exposed to higher temperatures due to working within a warehouse environment. Warmer weather conditions outside may affect working conditions inside the warehouse.
Cold	Staff maybe exposed to lower temperatures due to working within a warehouse environment. Cooler weather conditions outside may affect working conditions inside the warehouse.
Noise	Staff may be exposed to a level noise from their working environment including equipment (e.g.trucks, vans)
PPE	Staff are required to wear appropriate Protective Personal Equipment. E.g. high visibility vests, steel cap boots
Shift Cycle	Epworth's facilities operate 24 hours a day/7 days a week and you may be expected to work outside standards hours. Although there may be times when you work to a particular pattern of days and times, please note Epworth may still require you to change your shifts in line with notice periods under your employment agreement to meet operational needs.

Position Description, Inherent Requirements of Position – Warehouse: Store Person

Physical Demands	Rare	Occasional	Frequent	Constant		Cognitive and Psychosocial Demands	Low	Medium	High
Frequency and Duration of Essential Tasks	0 – 5% of total work time	6-33% of total work time	34-66% of total work time	67-100% of total work time					
Standing				✓		Attention			✓
Walking				✓		Concentration			✓
Step up / step down		✓				Interaction with others		✓	
Looking Up and Down			✓			Communication – written		✓	
Forward Bending			✓			Communication - verbal		✓	
Turning and Twisting			✓			Problem solving		✓	
Crouching and Squatting			✓			Decision making		✓	
Kneeling and Crawling		✓				Planning/sequencing			✓
Reaching above shoulder			✓			Reasoning/judgement			✓
Reaching forward				✓					
Gripping (Hand)				✓					
Fine Motor Movements (Hand)			✓						
Lifting floor-waist		✓ (up to 10 - 15kg)							
Lifting overhead		✓							
Carrying				✓					
Pushing and pulling upper limb			✓						
Pushing lower limb		✓							