



## THE ELS CLUB

<b>DEPARTMENT</b>	Golf Course Maintenance	<b>DOC NO.:</b>	AGRONOMY
<b>EFFECTIVE DATE</b>	18 <sup>th</sup> OCTOBER 2019	<b>REVISION NO.:</b>	01
<b>SUPERSEDED DATE</b>	N/A	<b>SUPERSEDED REV. NO.</b>	N/A
<b>SUBJECT</b>	JOB DESCRIPTION – STORE PERSON – AGRONOMY		

**Department:** Agronomy

**Position / Job Title:** Store Person

**Reports to:** Director of Agronomy or Superintendent

**General Purpose:** Ensures adequate supplies are in store for the department and maintains accurate records of inventory in accordance with the Standard Operating Procedures of the Company

### **Definition:**

The Golf Course Maintenance Stores person is responsible for managing the inventory levels and supplies are stored securely and usage is recorded accurately. The candidate will ensure all policies and procedures are followed and while as a department we focus on efficiency to become economical and environmentally friendly. The Stores person is solely responsible for maintaining all records and files in relation to the below job specification. The position of Stores person is one where they may be called upon to work on any day throughout the year due to the golf course being a 365 days operation and is expected to help the management team in any way required to achieve the satisfactory results. The role of Stores person can be both physically and mentally demanding.

### **Essential Duties:**

◆ **Prepares summaries and reports for Agronomy Purchasing to include but NOT limited to;**

- Request quotes from suppliers
- Prepare Purchase Requests for the department and submit to Purchasing
- Updates Department check book and submits weekly
- Keeps a PO Tracker for all PR raised and submits weekly

◆ **Prepares summaries and reports to Finance to include but not be limited to;**

- Unload goods and check them against order forms and Invoice/Delivery dockets.
- To perform the Receiving for Agronomy items in Jonas system within the week
- To close the respective PO in Jonas for your items received.
- To keep a copy of the Receiving document (starting with RC) and to maintain the Master Receiving Document file which is kept at receiving's office.
- Send the complete invoice documents by weekly to finance.
- Supply accurate and timely information to accounts payable for the processing of all supplier payments.





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### ◆ **Stores Related Duties to include but not be limited to;**

- Catalogue or label items with storage details.
  - Place goods into relevant storeroom – Machinery, General Supplies and inform the department manager
  - Ensure Par levels are maintained at all times in stores
  - Count and record the number of items in store during monthly stock take.
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- ◆ Deliver all store requisitions to the relevant Outlet or Department in a timely manner.
  - ◆ Ensure the storerooms and office areas are kept clean, neat and tidy at all times.
  - ◆ Handles petty cash when making small purchases
  - ◆ Assisting Finance for any matters relating matter to Agronomy
  - ◆ Completes special projects and related duties as assigned by the Department Manager.
  - ◆ Represent the company in a positive manner expounding the values, ethics and pride at all times.
  - ◆ Regular and reliable attendance.

### **Secondary Tasks:**

- ◆ Drives to collect and purchase small local materials
- ◆ Helps cover the role of Admin Asst during vacation.
- ◆ Uploads all data onto One Drive
- ◆ Attends related Purchasing/Storekeeper meetings in other TAR&H Facilities
- ◆ Maybe required to assist Finance with Purchase Orders during the absence of the Purchasing manager
- ◆ Performs other duties as required.

### **PREFERRED EDUCATION/EXPERIENCE:**

High school diploma or general education degree (GED) and one to three months related experience and/or training; or equivalent combination of education and experience.

### **PHYSICAL DEMANDS:**

Typical office environment, occasionally stands and walks, frequently sits. Typically requires routine use of personal computer and general office equipment; uses hands to finger, feel or handle; reaches with hands and arms; stoops, kneels, crouches or crawls. Occasionally sits, climbs or balances. Regularly talks or hears. Regularly lifts up to 10 pounds and occasionally may lift up to 50 pounds. May be requested to work hours that suit the nature of the business in relation to special projects and events.





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### **ENVIRONMENT/NOISE:**

Noise level is moderate.

### **CERTIFICATES/LICENSES:**

Driving License would be an advantage.

### **JOB KNOWLEDGE, SKILL, AND ABILITY PREFERENCES:**

- ◆ Ability to read and speak English is required in order to perform the duties of the job (e.g. the associates may be required to communicate with English speaking customers or co-workers, the manuals for the equipment the associates may use are in English).
- ◆ Knowledge of software applications such as Microsoft Word and Excel helpful.
- ◆ Exceptional organizations skills; maintains accuracy and neatness; ability to multitask.
- ◆ Ability to communicate verbally and in writing. Ability to compose letters and to facilitate phone calls and general inquiries sensibly.
- ◆ May be required: to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- ◆ May be required: to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; to deal with problems involving several concrete variables in standardized situations.

This job description is not an exclusive or exhaustive list of all job functions that an associate in this position may be asked to perform from time to time.

### **Acceptance**

I acknowledge and accept the position description as outlined. I also accept that as part of my development and in the course of the position evolving within the business, the position description may be updated on an ad hoc basis.

(Name)	(Signature)	(Date)
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