

JOB DESCRIPTION	Main Responsibilities	2nd Storekeeper - Description	Relevan. ***	PM Form
		Takes physical inventory of the material received in order to report to the Provision Master any discrepancy, in accordance with Company standards	3	✓
		Delivers the supplies to the relevant departments according to Provision Master instructions	3	✓
		Keeps the storeroom clean in order to ensure highest level of sanitation in accordance with Company standards	3	✓
		Verifies the temperatures of the cold storage and expiry dates of products and reports to the Provision Master any issue, in order to preserve items according to Company procedures	3	✓
		Verifies the quantity of supply orders, in order to check that the received material matches the ordered ones and to report any issue, following Company procedures	3	✓
		Prepares the store rooms in order to have the required space for storing received items, in adherence with Company standards	2	
		Stores all the goods in the assigned stores (fridges, freezers, dry stores...) in order to preserve their quality, as per Provision Master instructions	2	
		Assists and coordinates the personnel during loadings in order to support the Provision Master, respecting Company procedures	2	
		Takes active part in a work environment that support a successful safety culture. Is a dynamic contributor in following safety policy and procedures	3	