

## **Grains Warehouse Assistant Storekeeper**

This person will assist the Grains Warehouse Storekeeper responsible for receiving, storing, and dispatching all commodities delivered by GCX members or their agents ensuring that they conform to the exchange storing standards. The Warehouse Assistant Store Keeper will also ensure the accurate keeping of inventory balances, security and standards of stored commodities as well as maintaining a safe work environment for all GCX stakeholders at the warehouse.

### **Major Job Tasks**

1. Ensure that all commodities received from depositors are sorted and placed on pallets, stacked appropriately and accurately labelled to preserve grading and standards.
2. Undertake sampling, weighing and re-bagging of grains.
3. Ensure that weighing scales are well calibrated and weighing is done according to laid down weighing protocols
4. Ensure that the warehouse environment is always tidy, neat, hygienic
5. Assist in the timely dispatch of commodities in the warehouse.
6. Supervise casual staff, cleaners and loading staff.
7. Performs other duties as assigned by the Warehouse Storekeeper.

### **Knowledge, Skills, and Abilities**

1. Ability to organize and prioritize daily work as assigned by Warehouse Store keeper
2. Working knowledge of warehousing processes and procedures, warehouse equipment operation, and general mechanical maintenance. Educational training will also be given consideration.
3. Proven ability to work well in a team based environment to achieve goals and objectives.
4. Work weekends and sometimes outside normal working hours.

### **Supervisory Responsibility**

Causal labourers.

### **Education and Experience**

1. At least an HND in Post-Harvest Management, Agricultural Sciences, Procurement, Logistics, or related discipline preferred.
2. At least one year related work experience required.