

## STORE HELPER QUESTIONNAIRE

SW/HRD/QSH/001.1	Date:
Name:	<input type="checkbox"/> Have Qatari Driving License?

SN	DESCRIPTION	None	Familiar	Average	Good	Excellent
1.	Reporting to storekeeper or under the direction of the Assistant Bursar.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	Working closely with the administrator. Should be able to maintain stocks accordingly, for efficient provisioning and purchasing of estimate costs to minimize waste.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	Assist in maintaining and organizing the school stores.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	Assist in maintaining inventory of stores and reprographics areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	Assist in sorting and distributing deliveries of materials into the school	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.	Assist in carrying out any simple clerical tasks including, but not limited to, photocopying and binding.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.	Monitor storage, ensuring that the facility remains in compliance with safety regulation and health codes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.	Ensures the store is kept to required standard of cleanliness and maintenance. Comply with all health and safety regulations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9.	Maintain log book on daily basis. Schedule staff for work also should maintain employee records.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10.	To ensure impeccable order and hygiene control in areas, labeling and especially in cold rooms and refrigerators.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11.	To inform daily administrator of the orders needed to be placed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12.	Control of incoming and outgoing of all items and to centralize and record all internal transfers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13.	Make periodical stock-check of equipment, dry and perishable items submit the report to administrator.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14.	Can perform other duties as assigned by management.					