



St. Francis Hospice

JOB DESCRIPTION

SUPPLIES ASSISTANT

FIXED TERM CONTRACT - 3 MONTHS

(0.34 WTE)

JOB REFERENCE: 2026 - 053

ISSUE DATE: JULY 2026

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1. JOB PURPOSE

The purpose of this post is to provide assistance to the Supplies Officer and the Supplies department to ensure stock is sufficiently and efficiently ordered for the Hospice.

2. ACCOUNTABILITY

The position reports to and is accountable to the Head of Finance, Supplies Officer or other designated officer in all matters relating to the job.

3. KEY DIMENSIONS

Key internal and external relationships that will influence the success of the role:

- All departments
- Supplier companies
- Finance

4. OPERATING ENVIRONMENT

Contractual Hours: 12

Hours of work: The post holder will be working the 12 hours over 3 days, generally on the mornings of Tuesdays, Thursdays and Fridays

Hours of work: Details of starting and finishing times, which may vary in accordance with Hospice needs will be notified by your line manager. There will be times when you will be required to work outside of the normal office hours.

Location: This position is based in both Raheny and Blanchardstown. In the interest of patient care and changing needs, candidates are required to be flexible and are obliged to carry out duties in any department or location of the Hospice or associated locations when required to do so by their line manager.

The post holder may be moved to any other position within clerical/administration throughout the Hospice/Hospices at any time during their employment on a temporary or permanent basis.

As St. Francis Hospice Dublin is an expanding service the demands for services can change and it will be necessary to meet these changes through the organisation. In such circumstances it may be necessary to review the work location for this post and, on behalf of the Board of Directors, the Leadership Team reserves the right to change the terms and conditions as necessary. However, notification will be given of any such changes.

Garda Vetting: The successful candidate will be required to satisfactorily complete the Garda Vetting process prior to a formal job offer being made.

5. SCALES, ANNUAL LEAVE & PENSION SCHEME

Salary Scale: Department of Health - Consolidated Salary Scale (1st June 2026) – **Clerical Officer Grade III** - 31,934 - 49,416 (Pro Rata)

Annual Leave: 24 days per annum. (Pro Rata)

Pension Scheme:

Your post, position, or office is pensionable for the purpose of the Single Public Service Pension Scheme (the “SPSPS”)

6. THE PERSON: QUALIFICATIONS, EXPERIENCE, KNOWLEDGE & COMPETENCIES

	Essential	Desirable
Qualifications	• Educated to leaving cert standard – or working towards. • Have experience in the area of stock management.	
Experience	• Competent in MS Office suite and other relevant packages • Experience working in a Clinical/Hospital setting or similar. • Accepting deliveries and putting stock away • Stock rotation	
Other		

CORE COMPETENCIES

- Current manual handling certificate (if not, training will be provided).
- Excellent attention to detail and accuracy.
- Strong communication and interpersonal skills.
- Ability to work on their own initiative.
- Please note that this role will require a significant amount of manual handling, which involves the physical transport and distribution of stock/supplies across the hospice.
- General Administration skills required and ability to use IT systems.

7. OUTLINE OF JOB DUTIES AND RESPONSIBILITIES

The primary focus of this role is to support the Supplies Officer in the effective operation of supplies services across the Hospice.

The role of the Supplies Assistant includes but is not limited to:

Assist Supplies Officer in the following tasks

- 1) Accept deliveries when they arrive and store stock in the designated storage areas
 - i. Reconcile Purchase Order to Good Received Note.
 - ii. Inform Supplies Officer as soon as possible of any shortages or damages.
 - iii. Ensure expiry date items are stored appropriately.
 - iv. Notify relevant stakeholders of deliveries and arrange delivery to department or collection.
 - v. Inform Supplies Officer of any stock shortages so they are reordered.

- 2) Re-stock medical stock to IPU storerooms etc.
- 3) Collect deliveries from Reception or other areas of building and bring to Storeroom
Prepare the transfer of goods for delivery to another site when necessary.
- 4) Order, store and delivery of Stationary requirements to various departments.
- 5) Prepare goods in store for use in place of need. i.e. Sharps containers, blood boxes etc.
- 6) General housekeeping of the main stores, and ward stores.
 - i. Ensure stock levels are monitored and replenished on an ongoing basis.
 - ii. Ensure all non-stock purchases are managed and dispersed appropriately.
 - iii. Ensure all storage areas/ locations are labelled
 - iv. Ensure all relevant stores areas are clean, tidy and stocked and all goods are in their allotted areas.
 - v. Ensure expiry date items are stored appropriately.
 - vi. Ensure min/ max stock levels are adjusted as necessary
 - vii. Ensure chemicals are stored in appropriate cabinets
 - viii. Ensure locations for goods are organised for ease of stock checks and overview of inventory.
 - ix. Liaison with other relevant stakeholders to ensure a continuous flow of requirements.
 - x. Ensure stores are managed in appropriate manner to ensure audit compliance.

General

- Comply with the Mission Statement, Ethos and Values of St. Francis Hospice Dublin.
- Ensuring compliance with Health and Safety procedures in relation to all Hospice activities.
- Contribute to and comply fully with the St. Francis Hospice Dublin Safety Statement including safe working practice as laid down by the Safety, Health and Welfare at work Act 2005 and any other relevant legislation.
- Comply with the St. Francis Hospice Dublin policies relating to confidentiality and ensure confidentiality in all matters of information obtained during the course of employment.
- Adhere to the Policies & Procedures of St. Francis Hospice Dublin at all times.
- Actively engage in continuous personal development and learning.
- Present and act in a professional manner at all the times.

Carrying out any other reasonable duties, appropriate to the office which may be required from time to time by the Suppliers Officer or other designated officer in all matters relating to the job.

The successful candidate will be required to update their knowledge and skills to fit the changing requirements of the post. Therefore, this Job Description is an outline of the current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. It will be reviewed and updated in line with future needs.

The successful candidate will be required to maintain, enhance and develop their knowledge, skills and attitudes necessary to respond to a changing situation.

Signature of Job Holder:	Signature of Line Manager or Designated Officer:
Job Title:	Job Title:
Date:	Date: