

CS27 Storeperson

1. Job role

TCF sub-sector	Cross Sector
Job role	CS27 Storeperson
Job role description	Receives, stores, picks and dispatches materials and finished TCF products within production, processing and warehouse environments. Supports inventory accuracy, traceability and timely supply of materials to production in accordance with WHS and operational procedures.
Performance expectations	• Maintain accurate stock records and inventory levels • Ensure timely supply of materials to production areas • Minimise stock damage and loss • Maintain organised and safe storage areas • Support efficient dispatch operations • Comply with WHS and warehouse procedures
Specialisation	• Production materials handling • Inventory and stock reconciliation • Finished goods dispatch preparation
Application in other TCF sectors	Transferable to leather goods, apparel manufacturing and broader warehousing environments.

2. Key tasks and critical work functions

Key tasks	• Receive and check incoming goods against delivery documentation • Store materials according to inventory procedures • Pick and prepare materials for production orders • Prepare finished goods for dispatch • Conduct stock counts and reconciliation activities • Update ERP or inventory management systems • Maintain clean and organised storage areas
Critical work functions	• Ensuring material availability for production schedules • Maintaining inventory accuracy and traceability • Preventing stock discrepancies and losses • Supporting safe manual handling practices • Maintaining product integrity during storage • Contributing to efficient warehouse operations • Supporting compliance with internal procedures

3. Technical skills

Inventory management systems	Use ERP or warehouse management systems.
Stock control procedures	Apply FIFO and stock rotation methods.
Goods receipting processes	Verify deliveries and documentation.

Picking and packing techniques	Prepare materials and finished goods accurately.
Manual handling compliance	Apply safe lifting and storage practices.
Barcode scanning systems*	Use digital tracking systems.
Basic forklift awareness	Operate or assist with material handling equipment.
Documentation accuracy	Maintain accurate stock records.

*Technical skills identified as emerging skills in TCF industry.

4. Generic Skills

Attention to detail	Ensure accuracy of stock and documentation.
Time management	Meet picking and dispatch deadlines.
Communication	Coordinate with production and logistics teams.
Reliability	Maintain consistent attendance and performance.
Teamwork	Work collaboratively within warehouse teams.
Safety awareness	Follow WHS and safe handling procedures.

5. Emerging skills

Emerging skills	• Digital inventory management systems • RFID and real-time stock tracking • Automated warehouse technologies • Sustainable packaging handling practices • Data-driven inventory analysis • Integrated supply chain systems
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6. VET Qualifications and Skill Sets

Entry-level preparation	TLILIC0003 Licence to operate a forklift truck
Advanced development	TLI20421 Certificate II in Supply Chain Operations or equivalent

7. Job progression

Possible job progression	Storeperson → Senior Storeperson → Warehouse Supervisor → Warehouse and Logistics Supervisor
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8. Classification

Australian Qualifications Framework	AQF Level 2-3
Australian Bureau of Statistics (ABS) Skill Levels	Skill Level 4 (Operator / Warehouse Worker)
Open Source Classification of Occupations for Australia (OSCA)	Storeperson - Manufacturing / Warehouse



Skills Insight is a Jobs and Skills Council funded by the Australian Government Department of Employment and Workplace Relations.