

Jagan Compost & Warehouse Pvt Ltd — Head Store Keeper: Job Profile and Job Description

Version 1.0 · 24 October 2026 · for the recruitment agency · Location: Dholpur, Rajasthan (integrated button-mushroom farm, 51 growing rooms, under construction; compost yard and straw site already running; old cold storage in operation) · Joining required at the earliest — by 1 December 2026 at the latest

1. The position in one paragraph

The Head Store Keeper owns every item the company buys until it is consumed, fitted or sold — raw materials (straw, chicken manure, gypsum, gobar, coir pith, chemicals), packing material, engineering spares (electrical, plumbing, mechanical, refrigeration), consumables, tools and PPE — across one Central Store and the stock points at the compost yard, the straw site (1 km away), the casing yard, the growing block, the old cold storage and, later, the canning unit, spawn lab and kitchen. He runs the stores on the company's ERP: nothing enters without a receipt against an order, nothing leaves without an issue slip against an approved indent, minimum stocks raise their own indents, counts are done on a calendar, and every repairable item is tracked from the day it fails to the day it is back on the shelf. He reports to the Farm Manager; engineering indents are approved by the Plant Manager. He has two assistants.

2. Where the role sits

Reports to	Works with	His team
Farm Manager (weekly stock and variance report; monthly count review). Managing Director sees the monthly A-class count	Plant Manager (engineering spares, repairs, critical-spares list) · Accounts (purchase orders, GRN-invoice matching) · Yard, growing-block, packing and cold-storage supervisors (indents, weekly sub-store issues) · Weighbridge	Assistant Store Keeper 1 — Central Store (receipts, issues, bin cards, repair register) · Assistant Store Keeper 2 — raw-material stock points, mobile between straw site, compost yard, casing yard (weighbridge slips, daily consumption, weekly counts) · one helper

3. What he is accountable for

Area	Accountability	Measured by
Receipts	Every delivery checked against the purchase order — quantity, quality, weighbridge slip, challan; GRN in the ERP the same day; short/damaged supply reported in writing before the vehicle leaves	GRN same day $\geq 98\%$; no invoice paid without a GRN
Issues	Material issued only against an approved indent, recorded in the ERP before it leaves; weekly sub-store issues to packing, canning, kitchen closed by a consumption slip	zero unrecorded issues found at count
Stock accuracy	Bin card / ERP / physical agree. Weekly cycle count of 10 % of items; monthly full count of the A-class (50 highest-value) items; annual full count with Accounts	variance at count $\leq 1\%$ by value; every variance explained in writing
Minimum stocks	Min / max set with the Plant Manager and Farm Manager for every item; the ERP raises indents at minimum; the store keeper chases them to delivery	stock-outs that stop work: zero
Raw-material yards	Daily stock of straw (bales / tonnes), manure, gypsum, gobar, coir pith at each stock point; consumption booked daily against the batch; monthly reconciliation with purchases and weighbridge	yard stock reconciles within 3 % monthly
Repairs	Every failed item tagged, logged in the Repair Register, sent on a returnable challan with a date, chased, tested on return, booked back to Good or scrapped with the Plant Manager's signature	Monday list of items under repair with days out; nothing lost at a vendor
Returnable items	Tools, meters, ladders, hoses, drums, crates signed out and in through the tool register	100 % returned or charged
Housekeeping and safety	Store laid out by bin location; chemicals segregated and labelled; FIFO on dated items; fire extinguishers; store locked, one emergency key logged	audit score; no expired chemicals in use
Records	Everything in the ERP — no parallel registers except the Repair Register and tool register; weekly one-page report to the Farm Manager	report on time every Monday

4. Authority and its limits

- Refuses a delivery that does not match the order, and refuses an issue without an approved indent — to anyone, including the directors.
- Does not buy: raises indents; purchase is by Accounts / the Managing Director.
- Does not scrap: recommends; the Plant Manager or Farm Manager signs the scrap note.
- Holds the only store key; the sealed emergency key sits with the shift in-charge and its use is logged.

5. Candidate profile

	Required	Preferred
Education	Graduate (B.Com / B.Sc / BA) or diploma; computer-literate	Diploma in materials / stores management
Experience	Minimum 5 years in stores of a factory, cold storage, food or agro-processing plant, dairy, sugar mill or large contractor — at least 2 years as the in-charge, not the assistant; has run stores on an ERP (any — Tally ERP, SAP B1, Busy, Marg, custom)	8+ years; has set up a store from zero; has handled bulk agricultural raw material (bagasse, straw, grain, manure) and engineering spares both
Must know	GRN, indent, issue, min/max, bin cards, FIFO, cycle counting, returnable challans, weighbridge reconciliation; basic identification of electrical / plumbing / mechanical items; Excel	Engineering spares nomenclature; chemical storage rules; barcode / RFID scanning
Person	Honest to the point of stubbornness — references will be checked with two previous employers specifically on this; says no to a director politely; writes everything down; physically active (yards, bales, weighbridge); Hindi fluent, reads English item descriptions	Has lived on a plant site; two-wheeler licence
Age / location	28–45; based in Dholpur (accommodation on or near the farm available); 6-day week	From Rajasthan / Agra–Gwalior–Mathura belt

6. Terms (to be completed by JCPL)

Item	Terms
Designation	Head Store Keeper
CTC band	₹ 3.0 – 4.2 lakh per annum (₹ 25,000 – 35,000 per month), plus accommodation if from outside Dholpur; assistants ₹ 1.8 – 2.4 lakh
Joining	At the earliest — the compost yard and straw site are already running; by 1 December 2026 at the latest, before the Plant Manager and the machine deliveries
Probation	3 months; confirmation on the measures of section 3 (first full count passed)
Minimum service	24 months under a written service agreement
Bonus	None; annual increment on the count record