



Provincial Job Description

TITLE:
(084) Distribution Worker

PAY BAND:
4

FOR FACILITY USE:

SUMMARY OF DUTIES:

Collects and delivers supplies and equipment for various departments throughout the facility.

QUALIFICATIONS:

- ◆ **Grade 10**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Communication skills**

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. Distribution

- ◆ Collects and delivers supplies (e.g., linen, medical equipment and supplies, medical instruments, furniture, chemicals, records, specimens, x-rays, pharmacy supplies).

B. Inventory

- ◆ Orders replacement inventory from Stores.
- ◆ Stocks carts, closets, shelves.
- ◆ Loads trays, carts.
- ◆ Receives/checks goods, supplies.
- ◆ Ships/couriers items and supplies, as directed.
- ◆ Performs data entry on computer.

C. Related Key Work Activities

- ◆ Answers phones and takes messages.
- ◆ Assists with loading trucks.
- ◆ Performs minor housekeeping duties.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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