



# *Provincial Job Description*

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***TITLE:***  
**(088) Distribution & Stores Working  
Supervisor**

***PAY BAND:***  
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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Supervises and assists with the receiving and distribution of supplies and inventory, and/or portering of patients throughout the facility.

***QUALIFICATIONS:***

- ◆ Grade 12

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ Intermediate computer skills
- ◆ Communication and interpersonal skills
- ◆ Organizational and leadership skills

***EXPERIENCE:***

- ◆ Previous: Eighteen (18) months previous experience in a computerized inventory system/stores/distribution area.

## ***KEY ACTIVITIES:***

### **A. Inventory Management**

- ◆ **Performs inventory counts and maintains computerized inventory systems.**
- ◆ **Monitors and maintains quality and quantity of stock/supply levels.**
- ◆ **Orders stock to maintain proper inventory levels.**
- ◆ **Prepares reports from the inventory system.**
- ◆ **Ensures inventory distribution.**
- ◆ **Conducts inventory audits.**
- ◆ **Liaises with units/departments.**

### **B. Receiving / Distribution / Shipping**

- ◆ **Receives supplies (breakdown pallets, put away supplies).**
- ◆ **Assembles supplies.**
- ◆ **Distributes supplies.**

### **C. Supervision**

- ◆ **Prioritizes work load, schedules staff (e.g., Stores, distribution and portering staff).**
- ◆ **Deals with staff payroll issues.**
- ◆ **Orientates and trains staff (e.g., in-services to staff regarding new equipment/ procedures).**
- ◆ **Provides input into policies and procedures and monitors staff compliance.**
- ◆ **Provides input into staff performance appraisals and performance reviews.**

*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:***

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***SGEU:***

***SAHO:***

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