



# *Provincial Job Description*

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**TITLE:**  
**(157) Storeperson**

**PAY BAND:**  
**8**

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**FOR FACILITY USE:**

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**SUMMARY OF DUTIES:**

**Receives, distributes and maintains inventory within the facility/region.**

**QUALIFICATIONS:**

- ◆ **Grade 12**

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ **Basic computer skills**
- ◆ **Communication skills**
- ◆ **Ability to work independently**
- ◆ **Knowledge of medical and surgical supplies, where required by the job**
- ◆ **Valid drivers license, where required by the job**

**EXPERIENCE:**

- ◆ **Previous: Six (6) months previous experience in a hospital setting to gain a basic familiarity with medical and surgical supplies or supplies required in specific departments (e.g., dietary).**

## ***KEY ACTIVITIES:***

### **A. Receiving Supplies and Equipment**

- ◆ Assists with unloading stock from trucks.
- ◆ Operates pallet jack and other related equipment.
- ◆ Checks shipments against packing slips and signs for receipts.
- ◆ Reconciles invoices, tracks back orders and credits.
- ◆ Inspects deliveries for damage, expiration dates and accuracy.

### **B. Filling Orders / Requisitions / Shipping**

- ◆ Fills orders and delivers supplies and equipment (e.g., medical, surgical, office, food services, housekeeping, linen).
- ◆ Packages, weighs, labels and sends mail/courier and other items.
- ◆ Redirects or ships to other facilities or agencies.

### **C. Related Key Work Activities**

- ◆ Performs general clerical duties (e.g., answers telephone, files, faxes, photocopies).
- ◆ Receives, sorts and distributes mail/courier items.
- ◆ Maintains an inventory of fixed assets (e.g., office equipment, medical equipment), where required by the job.
- ◆ Performs inventory counts and maintains computerized inventory systems.
- ◆ Prepares reports from the inventory system.
- ◆ Monitors and maintains stock to predetermined levels.
- ◆ Rotates stock and stocks shelves.
- ◆ Initiates invoices/credits for supplies (e.g., departments/facilities, clients/patients/residents).
- ◆ Maintains billing files.
- ◆ Obtains new and updated Material Safety Data Sheets for regulated products.
- ◆ Maintains order and cleanliness in storeroom (e.g., cleaning storage areas, refrigerators).
- ◆ Sources new products in consultation with end users and/or manager.
- ◆ Prepares purchase orders for vendors, where required by the job.
- ◆ 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:*

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*SGEU:*

*SAHO:*

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*Date: 2005*

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