


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Distribution & Stores Working Supervisor</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004</u></p> <p>Revised Date _____</p>	<p>Code</p> <p><u>088</u></p>
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<p>Decision Making</p> <p>Within limits of accepted practice, makes some choices about receiving and delivering required supplies and inventory. Interpretation of other department needs is required when allocating limited supplies.</p>	<p>Degree</p> <p><u>3.0</u></p>
<p>Education</p> <p>Grade 12.</p>	<p><u>2.0</u></p>
<p>Experience</p> <p>Eighteen (18) months previous experience in a computerized inventory system/stores/distribution area. Nine (9) months on the job to develop supervisory skills and become familiar with region/facility/department policies and procedures.</p>	<p><u>6.0</u></p>
<p>Independent Judgement</p> <p>Follows standard practice when rotating supplies, distributing sterile products and maintaining inventory levels. Resolves minor operating issues associated with prioritizing tasks to meet unit needs/supplies.</p>	<p><u>3.0</u></p>
<p>Working Relationships</p> <p>Has regular contact with business/vendor representatives and employees in other departments. Requires tact do discuss problems related to stock shortages with other departments and recommends who should receive the remaining stock.</p>	<p><u>3.0</u></p>

Impact of Action	Degree
<p>Coordinates receiving/distribution of supplies and portering of patients in accordance with policies and procedures.</p> <p>Lack of inventory control results in products not being supplied when and where needed. Must maintain records of inventory to ensure supplies are available.</p>	<p><u>2.0</u></p>
<p>Leadership and/or Supervision</p> <p>Assigns, checks and maintains flow of work for distribution, stores and portering staff. Performs more complex work associated with the Inventory Control systems.</p>	<p><u>3.0</u></p>
<p>Physical Demands</p> <p>Regular physical effort keyboarding, walking, reaching, stretching and lifting supplies and equipment.</p>	<p><u>2.0</u></p>
<p>Sensory Demands</p> <p>Regular sensory effort report writing, computer operation, listening, documentation and counting of inventory.</p>	<p><u>2.0</u></p>
<p>Environment</p> <p>Occasional exposure to minor hazards/conditions such as multiple deadlines and dust.</p>	<p><u>2.0</u></p>

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