


Job Evaluation Rating Documentation

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title <u>Inventory Control Clerk</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>221</u></p>
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<p>Decision Making</p> <p>Follows prescribed standards when ordering and maintaining stock and non-stock supplies. Modifies cart lay-out to meet department needs.</p>	<p>Degree</p> <p><u>2.0</u></p>
<p>Education</p> <p>Grade 12.</p>	<p><u>2.0</u></p>
<p>Experience</p> <p>Six (6) months previous experience in a computerized material management/medical distribution system with knowledge of medical inventory and supplies. Six (6) months on the job to acquire appropriate training and to become familiar with inventory control and region/facility/department policies and procedures.</p>	<p><u>4.0</u></p>
<p>Independent Judgement</p> <p>Performs inventory control procedures in accordance with established department procedures. Has choice of action when dealing with product shortages and incorrect orders/charge-outs.</p>	<p><u>2.5</u></p>
<p>Working Relationships</p> <p>Requires courtesy and tact when dealing with co-workers in other departments.</p>	<p><u>2.0</u></p>

Impact of Action	Degree
Provides inventory control services to meet quality and service requirements. If accurate inventory data is not maintained, it may result in delays in services due to stock shortages.	<u>2.0</u>
Leadership and/or Supervision Provides occasional orientation to staff.	<u>1.0</u>
Physical Demands Regular physical effort walking, standing, handling stock, moving exchange carts and computer operation.	<u>2.0</u>
Sensory Demands Regular sensory effort with computer operation, processing orders/returns, performing product counts and maintaining billing files with periods of competing multiple sensory demands.	<u>2.5</u>
Environment Occasional minor disagreeable conditions such as interruptions and multiple deadlines.	<u>2.0</u>