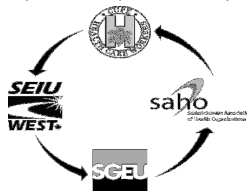


## Job Evaluation Rating Documentation

<p><b>CUPE, SEIU, SGEU, SAHO</b></p> 	<p><b>Job Title</b> <u>Storeperson &amp; Purchasing Clerk</u></p> <p><b>Date</b> <u>October, 2000; 2004</u></p> <p><b>Revised Date</b> <u>December, 2011</u></p> <p><b>Revised Date</b> _____</p>	<p><b>Code</b></p> <p style="text-align: center;"><u>256</u></p>
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<p><b>Decision Making</b></p> <p>Follows clearly prescribed practices when shipping/receiving goods and when ordering and maintaining stock and non-stock supplies. Utilizes choice of action when releasing stock, researching new products or obtaining stock from alternate vendors in urgent situations. Modifies ordering schedules when required to meet department needs.</p>	<p><b>Degree</b></p> <p style="text-align: center;"><u>2.5</u></p>
<p><b>Education</b></p> <p>Grade 12.</p>	<p style="text-align: center;"><u>2.0</u></p>
<p><b>Experience</b></p> <p>Twelve (12) months previous experience in a Materials Management or related setting. Six (6) months on the job to obtain purchasing course(s) and become familiar with Materials Management software programs and region/facility/department policies and procedures.</p>	<p style="text-align: center;"><u>5.0</u></p>
<p><b>Independent Judgement</b></p> <p>Performs purchasing activities in accordance with established procedures. Resolves minor operating problems when researching alternative suppliers or seeking vendors for out-of-stock situations.</p>	<p style="text-align: center;"><u>3.0</u></p>
<p><b>Working Relationships</b></p> <p>Uses appropriate tact when discussing product problems/shortages with departments. Has regular contact with vendors and suppliers.</p>	<p style="text-align: center;"><u>3.0</u></p>

<b>Impact of Action</b>	<b>Degree</b>
Orders stock and non-stock supplies, maintains inventory levels, reconciles invoices, and maintains records to meet quality and service requirements. Improper record keeping could result in inaccurate billing and stock shortages which could delay related services and affect the work of other departments.	<u>2.0</u>
<b>Leadership and/or Supervision</b> Provides orientation to staff. Provides functional guidance to staff with product information, evaluation and pricing.	<u>1.5</u>
<b>Physical Demands</b> Regular physical effort walking, pushing and pulling with periods of heavy lifting.	<u>2.5</u>
<b>Sensory Demands</b> Regular sensory effort reading, counting inventory, filling orders, filing, computer operation and communicating with periods of competing multiple sensory demands.	<u>2.5</u>
<b>Environment</b> Regular exposure to minor disagreeable conditions such as noise and exhaust fumes .	<u>3.0</u>