



# *Provincial Job Description*

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***TITLE:***  
**(084) Distribution Worker**

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

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***SUMMARY OF DUTIES:***

**Collects and delivers supplies and equipment for various departments throughout the facility.**

***QUALIFICATIONS:***

- ◆ **Grade 10**

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

- ◆ **Basic computer skills**
- ◆ **Communication skills**
- ◆ **Valid driver's license, where required by the job.**

***EXPERIENCE:***

- ◆ **Previous: No previous experience.**

***KEY ACTIVITIES:***

**A. Distribution**

- ◆ Collects and delivers supplies (e.g., mail, printing, medical equipment and supplies, medical instruments, furniture, chemicals, records, specimens, x-rays, pharmacy supplies).
- ◆ Collects signatures on direct shipments.

**B. Shipping / Receiving**

- ◆ Orders replacement inventory from Stores.
- ◆ Stocks carts, closets, shelves.
- ◆ Loads trays, carts.
- ◆ Receives/checks goods, supplies.
- ◆ Ships/couriers items and supplies, as directed.
- ◆ Performs data entry on computer.
- ◆ Checks expiry dates/rotates stock.
- ◆ Loads/unloads trucks.
- ◆ Signs for and logs incoming deliveries.

**C. Related Key Work Activities**

- ◆ Answers phones and takes messages.
- ◆ Performs minor housekeeping duties.
- ◆ 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.*

***Validating Signatures:***

***CUPE:***

***SEIU:***

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***SGEU:***

***SAHO:***

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***Date: September 10, 2015***