


# Job Evaluation Rating Document

	<p><b>Job Title</b> <u>Distribution &amp; Stores Working Supervisor</u></p> <p><b>Date</b> <u>October, 2000</u></p> <p><b>Revised Date</b> <u>2004; September 10, 2015</u></p> <p><b>Revised Date</b> <u>December 18, 2024</u></p>	<p><b>Code</b></p> <hr/> <p>088</p>
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<p><b>Decision Making</b></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><b>Degree</b></p> <hr/> <p>3.0</p>
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<p><b>Education</b></p> <p>Grade 12.</p>	<p><b>Degree</b></p> <hr/> <p>2.0</p>
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<p><b>Experience</b></p> <p>Eighteen (18) months previous experience with purchasing/stores/distribution in a healthcare setting. Twelve (12) months on the job to develop administrative/supervisory skills and to become familiar with department policies and procedures.</p>	<p><b>Degree</b></p> <hr/> <p>6.0</p>
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<p><b>Independent Judgement</b></p> <p>Follows standard practice when rotating supplies, distributing sterile products and maintaining inventory levels. Resolves minor operating issues associated with prioritizing tasks.</p>	<p><b>Degree</b></p> <hr/> <p>3.0</p>
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<p><b>Working Relationships</b></p> <p>Has regular contact with business/vendor representatives and employees in other departments. Requires tact to discuss problems related to stock shortages with other departments and recommends who should receive the remaining stock.</p>	<p><b>Degree</b></p> <hr/> <p>3.0</p>
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Distribution &amp; Stores Working Supervisor

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<b>Impact of Action</b> Inadequate supplies may delay services and result in expensive rush orders. May cause serious delays in service as a result of inadequate planning/scheduling (e.g., training, operating procedures).	<b>Degree</b>  <u>2.5</u>
<b>Leadership and/or Supervision</b> Provides regular direction to staff by scheduling, assigning, checking and maintaining the flow of work. Provides functional advice regarding inventory policies and practices to user departments.	<b>Degree</b>  <u>4.0</u>
<b>Physical Demands</b> Regular physical effort operating computer, reaching, stretching, lifting supplies and equipment with frequent periods of walking and standing.	<b>Degree</b>  <u>2.5</u>
<b>Sensory Demands</b> Regular sensory effort reading, report writing, computer operation, listening, documentation and counting of inventory.	<b>Degree</b>  <u>2.0</u>
<b>Environment</b> Occasional exposure to minor hazards/conditions such as dust and cold/heat.	<b>Degree</b>  <u>2.0</u>