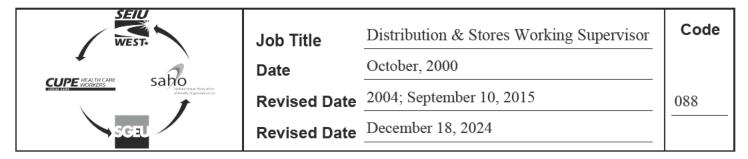
Job Evaluation Rating Document



Decision Making	Degree
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.	3.0

Education	Degree
Grade 12.	
	2.0

Experience	
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.	6.0

Independent Judgement	Degree
Follows standard practice when rotating supplies, distributing sterile products and maintaining inventory levels. Resolves minor operating issues associated with prioritizing tasks.	
	3.0

Working Relationships	Degree
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.	3.0

Impact of Action

Job Title

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).

Degree

2.5

Leadership and/or Supervision

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.

Degree

4.0

Physical Demands

Regular physical effort operating computer, reaching, stretching, lifting supplies and equipment with frequent periods of walking and standing.

Degree

2.5

Sensory Demands

Regular sensory effort reading, report writing, computer operation, listening, documentation and counting of inventory.

Degree

2.0

Environment

Occasional exposure to minor hazards/conditions such as dust and cold/heat.

Degree

2.0