



Provincial Job Description

TITLE:
(157) Storeperson

PAY BAND:
8

FOR FACILITY USE:

SUMMARY OF DUTIES:

Receives, distributes and maintains inventory within the facility/region. Receives and validates invoices/returns/credits.

QUALIFICATIONS:

- ◆ **Grade 12**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Intermediate computer skills**
- ◆ **Communication skills**
- ◆ **Ability to work independently**
- ◆ **Knowledge of medical and surgical supplies, where required by the job**
- ◆ **Valid driver's license, where required by the job**

EXPERIENCE:

- ◆ **Six (6) months previous experience in a hospital setting to gain a basic familiarity with supplies required in specific departments (e.g., medical, surgical, food and nutrition).**

KEY ACTIVITIES:

A. Receiving Supplies and Equipment

- ◆ Assists with unloading delivered supplies.
- ◆ Operates pallet jack and other related equipment.
- ◆ Checks shipments against packing slips and signs for receipts.
- ◆ Reconciles invoices, tracks orders and credits.
- ◆ Inspects deliveries for damage, expiration dates, accuracy and time sensitive storage or delivery.

B. Filling Orders / Requisitions / Shipping

- ◆ Fills orders and delivers supplies and equipment (e.g., medical, surgical, office, food services, housekeeping, linen).
- ◆ Fills requisitions for supplies from the general public (e.g., dialysis, oxygen, SAIL equipment).
- ◆ Packages, weighs, labels and sends mail/courier and other items.
- ◆ Redirects or ships to other facilities or agencies.

C. Related Key Work Activities

- ◆ Performs general clerical duties (e.g., answers telephone, files, faxes, photocopies).
- ◆ Receives, sorts and distributes mail/courier items.
- ◆ Performs inventory counts and maintains computerized inventory systems.
- ◆ Prepares reports from the inventory system.
- ◆ Monitors and maintains stock to predetermined levels.
- ◆ Rotates stock and stocks shelves.
- ◆ Initiates invoices/credits for supplies (e.g., departments/facilities, clients/patients/residents).
- ◆ Maintains billing files.
- ◆ Obtains new and updated Material Safety Data Sheets for regulated products.
- ◆ Maintains order and cleanliness in storeroom (e.g., cleaning storage areas, refrigerators).
- ◆ Sources new products in consultation with end users and/or manager.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.
- ◆ Maintains an inventory of fixed assets (e.g., office equipment, medical equipment), where required by the job.
- ◆ Prepares purchase orders for vendors, where required by the job.

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:

SGEU:

SAHO:

Date: September 10, 2015