



# *Provincial Job Description*

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***TITLE:***

**(157) Storesperson**

***PAY BAND:***

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

**Receives, distributes and maintains inventory. 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 purchase orders/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, Saskatchewan Aids to Independent Living (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 work area.
- ◆ 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).
- ◆ Prepares purchase orders for vendors.

*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:***

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***SEIU:***

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***SGEU:***

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***SAHO:***

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***Date: December 18, 2024***