


Job Evaluation Rating Document

	<p>Job Title <u>Inventory Control Clerk</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004; September 10, 2015</u></p> <p>Revised Date <u>December 18, 2024</u></p>	<p>Code</p> <p><u>221</u></p>
---	---	--------------------------------------

<p>Decision Making</p> <p>Follows prescribed standards when ordering and maintaining stock and non-stock supplies. Modifies cart lay-out to meet department needs.</p>	<p>Degree</p> <p><u>2.0</u></p>
---	--

<p>Education</p> <p>Grade 12.</p>	<p>Degree</p> <p><u>2.0</u></p>
--	--

<p>Experience</p> <p>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). Six (6) months on the job to become familiar with inventory, shipping and receiving practices, acquire appropriate training (e.g., Transportation of Dangerous Goods) and become familiar with department policies and procedure.</p>	<p>Degree</p> <p><u>4.0</u></p>
--	--

<p>Independent Judgement</p> <p>Performs inventory control in accordance with established department procedures. Has choice of action when dealing with product shortages and incorrect billing.</p>	<p>Degree</p> <p><u>2.5</u></p>
---	--

<p>Working Relationships</p> <p>Requires tact to discuss problems regarding back-orders or inventory shortages. Contacts include staff and business representatives requiring courtesy and cheerfulness.</p>	<p>Degree</p> <p><u>2.5</u></p>
---	--

Job Title

Inventory Control Clerk

Code

221

<p>Impact of Action</p> <p>Inaccurate inventory data may result in delays in services due to stock shortages.</p>	<p>Degree</p> <p>2.0</p>
<p>Leadership and/or Supervision</p> <p>May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.</p>	<p>Degree</p> <p>1.0</p>
<p>Physical Demands</p> <p>Regular physical effort walking, standing, handling stock, moving exchange carts and computer operation.</p>	<p>Degree</p> <p>2.0</p>
<p>Sensory Demands</p> <p>Regular sensory effort with computer operation, processing orders, returns, performing product counts and maintaining billing files with periods of competing multiple sensory demands.</p>	<p>Degree</p> <p>2.5</p>
<p>Environment</p> <p>Occasional minor disagreeable conditions such as interruptions and multiple deadlines.</p>	<p>Degree</p> <p>2.0</p>