

**Job Class Profile: Storekeeper II****Pay Level: CG-25 Point Band: 456-489**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	2	3	5	3	2	3	3	2	5	
Points	93	50	32	14	60	65	62	43	54	473

**JOB SUMMARY**

The Storekeeper II is responsible for the efficient operation of a stockroom/warehouse, inventory control, and ensuring goods/services are delivered within the organization.

**Key and Periodic Activities**

- Maintains and operates a stockroom/warehouse for the supply of goods within the organization and/or region (i.e. ensures adequate supply of inventoried items, receives items from suppliers, maintains inventory records both manually and electronically, etc).
- Determines the schedule for re-ordering goods and supplies to replenish stock items (i.e. determines applicable standing offer, creates a purchase order, obtains appropriate approvals, prepares shipping labels, etc).
- Receives goods from suppliers and enters into inventory (i.e. inspects goods received, matches packing slip with invoice, inventories items as required, etc).
- Maintains a safe work environment for employees, vendors, and visitors (i.e. maintains stockroom cleanliness, ensures all personal protective equipment is worn and safety procedures are followed, coordinates deliveries and the movement of supplies, distributes material safety data sheets as required, completes appropriate safety reports as required, etc).
- Performs physical inventory checks as required.
- Prepares shipping statistics for inventory movement and control.
- Receives and delivers mail as required.
- Assists staff in the completion of requisitions for non stock items.

**SKILL****Knowledge****General and Specific Knowledge:**

- Principles of inventory control

**Formal Education and/or Certification(s):**

- Minimum: High school

**Years of Experience:**

- Minimum: 1-2 years

**Competencies:**

- Knowledge of methods, techniques, or procedures that are clear, well documented.
- Follows basic instructions and work processes.
- Applies established techniques to completion of activities.
- Operates machinery (i.e. forklifts, pallet jacks, etc.).
- Uses various computer software programs such as spreadsheets, word processors, databases, and computerized inventory control systems.

### Interpersonal Skills

- A range of interpersonal skills are used such as listening to information from others, asking questions, and providing routine information and direction to others. Interactions include listening and communicating information to other employees and with supervisor/manager.
- Communication occurs with employees in the immediate work area, Department/Group, in other Departments and with supervisors, managers, and suppliers.
- Most significant contacts are employees within immediate work area, supervisors and managers and suppliers.

## EFFORT

### Physical Effort

- Work demands occasionally result in considerable fatigue requiring periods of rest. There is a constant need for strength and/or endurance in the job while performing work tasks in stockroom (i.e. lifting, pulling, pushing, etc.).
- Constantly lifts or moves objects up to 50 lbs. and occasionally over 50 lbs. (i.e. stockroom supplies, using a manual pallet jack, moving stock, etc.).
- Work tasks require constant gross motor skills while operating heavy equipment, machinery, etc. (i.e. forklifts, pallet jacks, etc.); or equipment that requires very controlled movements while maintaining physical balance (i.e. forklifts, etc.).
- The stockroom environment provides the opportunity to constantly stand and walk around while performing duties. Regularly performs duties in awkward or cramped positions while preparing customer orders and stacking pallets.

### Concentration

- **Visual concentration** is required while performing inventory control, data entry, receiving orders, operating heavy equipment, etc.
- **Auditory concentration** is required while listening to ensure problems and enquiries are addressed in a timely manner and answering the telephone multiple times a day.
- **Repetition requiring alertness** is evident when performing physical inventory checks.
- Regularly impacted by **interruptions and multiple time pressures/deadlines** with a **lack of control over work pace** (i.e. ensuring items are ordered before delivery deadlines, supplies may arrive at unscheduled times, etc.).
- **Exact results and precision** are required when completing inventory counts, preparing requisitions, etc.

### Complexity

- Work typically involves a series of tasks and activities that are similar and related in terms of

skill and knowledge used where the tasks are usually well defined. Occasionally tasks may have a limited number of guidelines and procedures.

- Tasks are constantly repetitive and well defined and problems tend to be simple with a limited number of solutions.
- Challenges can regularly be addressed by following procedures and or guidelines and working within standard work processes. Most problems are addressed and resolved quickly.
- The most typical challenge or problem is ensuring adequate supply of stockroom inventory.
- Policies, procedures and guidelines exist to assist and address issues and challenges (i.e. Public Tender Act).

## RESPONSIBILITY

### Accountability and Decision-Making

- Work tasks and activities are generally prescribed and controlled.
- Decisions can be made regarding store room operations and purchasing decisions according to delegated authority.
- Requires supervisor's approval for decisions regarding leave requests, signing authority, etc.
- Work tasks involving the releasing of confidential information (i.e. proprietary vendor information) are completed using discretion and independent judgment.

### Impact

- Impacts generally affect immediate work area, department and organization.
- Work activities impact equipment, processes and systems, health and safety, and corporate image.
- Inaccurate reporting may result in supplies being delivered to incorrect location or there may be delays in client service (i.e. part not available to repair a piece of equipment).
- Problems tend to be short-term and identified and solved relatively quickly.
- Legislation, policies, and procedures, coworkers and supervisors are in place to mitigate impacts and errors.

### Development and Leadership of Others

- Not responsible for the supervision of staff.
- Required to provide orientation and/or on-the-job training to new employees.

## WORKING CONDITIONS

### Environmental Working Conditions

- Required to wear safety shoes, hard hat, gloves, and vest at all times. Required to practice safe work procedures at all times (i.e. pallet jacks, forklifts).
- There is a limited likelihood of minor cuts, bruises, and abrasions from regular use of knives while opening packages and handling inventory. There is a limited to moderate likelihood of fractures, other injuries, or partial disability.
- Constantly exposed to unusual distracting noise, dirt, dust, filth, garbage in the warehouse. Regularly exposed to fumes, limited ventilation, and limited lighting.