
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Stores

Class Series: Stores

Grid: 12

Class Title: Stores Attendant III

I. Level Definition

Positions at this level perform a variety of stores duties such as shipping and receiving, filling requisitions, unpacking, checking, storing and distributing supplies/goods.

AND/OR

Positions at this level are in charge of the stores function in an extended care or long term care facility of less than 200 beds or a stores sub-unit such as food services, maintenance or pharmacy and perform related stores duties.

II. Typical Duties

1. Receives, unpacks and checks incoming materials from suppliers, ensures that supplies/goods are delivered as per specifications and completes related paper work such as signing delivery slips.
2. Checks invoices against orders and supplies/goods received and resolves discrepancies with suppliers and/or departments.
3. Assembles, issues, delivers and ships supplies/goods from requisition requests received and records for charging to appropriate area.
4. Identifies and returns damaged or spoiled goods to suppliers; arranges for delivery and return of loan and return items; completes appropriate documentation.

AND/OR

5. Is in charge of the stores function in an extended care or long term care facility of less than 200 beds or a stores sub-unit; maintains inventory records and counts, advises when established re-order points are reached and makes recommendations for changes to stock items and minimum/maximum levels to others as required.
6. Maintains records and provides information regarding stores activities; ensures correct coding on stock items; maintains security measures.
7. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12 plus one year's recent, related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.