
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Stores

Class Series: Stores

Grid: 15

Class Title: Stores Attendant IV (Receiver)

I. Level Definition

Positions at this level are responsible for the Receiving function in a large facility or tertiary referral centre who by the nature of the work directs the work flow of other employees.

II. Typical Duties

1. Is responsible for the Receiving function in a large facility or tertiary referral centre. 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.
2. Maintains records and provides information regarding stores activities.
3. Provides work direction to others to ensure goods/supplies are received by the appropriate area/department.
4. Liaises with departments and/or centralized stores regarding discrepancies, work flows, and other stores activities.
5. Receives, unpacks and checks incoming materials from suppliers, ensures that goods are delivered as per specifications and completes related paperwork such as signing delivery slips.
6. Check invoices against orders and goods/supplies received and resolves discrepancies with suppliers and/or departments.
7. Assembles, issues, delivers and ships goods/supplies from requisition requests received and records for charging to appropriate area.
8. Identifies and returns damaged or spoiled goods to suppliers; arranges for delivery and return of loan and return items; completes appropriate documentation.
9. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12 plus two years' recent, related experience, with six months receiving 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.