
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Stores

Class Series: Stores

Grid: 19

Class Title: Stores Attendant V (Supervisor)

I. Level Definition

Positions at this level are in charge of the stores function in an acute referral and/or tertiary facility, and/or at multiple acute/long term care sites and supervise designated staff.

OR

Positions at this level oversee one or more stores activities such as shipping, receiving, distribution, and transport in a centralized stores/warehouse and supervise designated staff.

II. Typical Duties

1. In charge of the stores function in an acute care and/or tertiary facility, and/or at multiple acute/long term care sites, or oversee one or more stores activities in a centralized stores/warehouse. Liaises with various facilities/sites and departments regarding discrepancies, work flow, and other stores related activities.
2. Supervises Stores Attendants and other designated staff by performing duties such as scheduling and coordinating work assignments, evaluating employee performance, and determining related training and orientation requirements.
3. Ensures compliance with policies and procedures; provides input regarding budget items and expenditures for assigned area, oversees and updates standards and procedures.
4. Provides input to the Manager regarding the planning and implementation of new stores systems and services.
5. 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; liaises with the inventory analyst and others to monitor inventory utilization.
6. Plans and coordinates physical inventory checks and cycle counts as required.
7. Maintains security and safety standards as per established guidelines.
8. Maintains related records and statistics as required.
9. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12 plus three years' recent, related experience including one year in a supervisory capacity 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 supervise.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.