

STOREKEEPER SERIES

PREAMBLE

This series is restricted to positions responsible for a warehouse operation or departmental stores operation. The series does not include positions located in an office environment where incumbents are responsible for maintaining a storage section for such items as films, photo supplies, publications, printed matter, books, periodicals, etc.

Definition

Warehouse Operation - This is an actual warehouse operation where the storage area has hundreds to thousands of different types of equipment, supplies and material and requires the physical layout of main aisles, cross aisles, heavy duty binning and racking and the use of self-propelled material-handling equipment such as fork-lift trucks, e.g. Public Works Central Services Warehouse; Manitoba Textbook Bureau; Agriculture Water Services Warehouse; Queen's Printer, etc.

Departmental Storage Operation - In comparison to a warehouse, this is basically a smaller storage depot - inside and/or outside storage area maintained by a department for the storage of a wide variety of departmental equipment, material and supplies. Except with respect to outside storage, it usually does not require the use of fork-lift trucks, but may have light-duty binning, racking and self-propelled material-handling equipment, e.g. Provincial Institution's Stores; Lab and X-ray Central Supply Depot; Office Equipment Branch Stores, etc.

Some of the duties and responsibilities in this series such as maintenance of inventory, ordering and receiving, etc., are also common duties in other series such as Clerks, Administrative Secretaries and Administrative Officers. The determining factor for inclusion in this series is whether the function as a whole fits into the warehouse operation or departmental storage operation as defined above.

The difference between each classification level in the series is determined by such factors as size, warehouse layout, required material-handling expertise, complexity of accounting and inventory systems, diversity and scale of stock and equipment stored, supervisory responsibility and decision making.

STOREKEEPER 1

GENERAL

An incumbent at this level is responsible for the overall operation of a store of limited complexity. The incumbent will be responsible for maintaining stock and inventory records, minor accounting records, supervision of subordinate staff and security of store operation.

OR

An incumbent at this level will be Section Head in a larger stores operation and will carry responsibility for a designated section of the larger stores operation, which may include supervisory responsibility of subordinates and may act as head storekeeper in the absence of the senior storekeeper.

OR

An incumbent at this level will require skill in operating specialized warehouse equipment such as a fork lift and is normally a Section Head, responsible for a designated area in a very large warehouse operation. An incumbent may be required to maintain records and delegate work to subordinate staff.

This level differs from the Stores Clerk in that an incumbent has responsibility for the overall operation of a store of limited complexity or as a Section Head, is responsible for a designated section of a larger store operation normally supervising subordinate staff.

TYPICAL DUTIES

Responsible for the day-to-day functioning of a store operation, including requisitioning, receiving, storing and distributing stock, and supervision and training of subordinate staff.

As a Section Head is responsible for a certain division or section in the larger store operations which includes requisitioning, receiving, storing and distributing stock and supervision of subordinate staff.

Takes stock inventory and maintains all related records for inventory control and future estimates.

Responsible for re-ordering stock supplies.

Performs related clerical duties involving elementary accounting with responsibility for accurate maintenance of all stores operation records.

Check and approve invoices for payment or confirm receipt of goods.

Is responsible for claims on damaged or incomplete shipments.

Will have contact with suppliers or Government departments regarding stock ordered or shipped.

Performs other duties as assigned.

Knowledge, Abilities and Skills

Ability to manage a storeroom operation

Sound working knowledge of standard working procedures used in shipping, receiving, storing and distributing goods.

Knowledge of clerical procedures with the ability to make simple arithmetic calculations.

Knowledge of records, accounts and inventory procedures.

Education, Training and Experience

Grade X education with two years' related stockkeeping experience or an equivalent combination of education and experience.

Physical Standards

Physically capable of performing duties assigned.

STOREKEEPER 2

GENERAL

An incumbent at this level is responsible for the overall operation of a store containing technical or medical equipment, or a great diversity of stock and equipment. An incumbent is responsible for maintaining stock, inventory and accounting records, supervision and training of subordinate staff and security of a stockroom.

OR

An incumbent at this level may be the Assistant Storekeeper in the larger stores operation and will be responsible, on a day-to-day basis, for co-ordinating work and supervising staff of the entire store operation in addition to requisitioning, receiving and storing of goods.

This level differs from the Storekeeper 1 in that the stores operation is normally larger and carries stock of a more diversified or technical nature, often requiring special storing techniques, or an incumbent is the Assistant Storekeeper in one of the largest store operations.

TYPICAL DUTIES

Responsible for the day-to-day functioning of a store operation including requisitioning, receiving, storing and distributing stock and supervision and training of subordinate staff.

Takes stock inventory and maintains all related records for inventory control and future estimates.

Responsible for re-ordering stock supplies.

Performs related clerical duties involving accounting procedures with responsibility for accurate maintenance of all store operation records.

Check and approve invoices for payment or confirm receipt of goods.

Is responsible for claims on damaged or incomplete shipments.

Will have contact with suppliers or Government departments regarding stock ordered or shipped.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Knowledge of mechanical, medical, or technical equipment.

Ability to manage a storeroom operation.

Sound working knowledge of standard working procedures used in shipping, receiving, storing and distributing goods.

Knowledge of clerical procedures with the ability to make simple arithmetic calculations.

Knowledge of records, accounts, and inventory procedures.

Education, Training and Experience

Grade X education with three years' related stockkeeping experience or an equivalent combination of education and experience.

Physical Standards

Physically capable of performing duties assigned.

STOREKEEPER 3

GENERAL

An incumbent at this level is responsible for a large sized operation consisting primarily of mechanical or complex technical equipment such as parts and components for aircraft, trucks, cars, plumbing, heating, electrical supplies or other complex technical equipment, etc., or a very large warehouse serving various locations in the province. An incumbent at this level acts in an administrative capacity in co-ordinating, supervising the work of a number of subordinate staff and training new staff. The accounting system at this level becomes more complex in that in addition to inventory and accounting records, an incumbent may be responsible for bank deposits, cash sales and official receipts. An incumbent may assist in the preparation of cataloguing, preparing contracts for expendable items and gathering and examining quotations. There is considerable contact with suppliers in making purchases. This level differs from the Storekeeper 2 in that the stores operation is normally much larger, containing a wider variety of either mechanical or very complex technical equipment with a greater volume of business and a greater amount of supervisory authority.

TYPICAL DUTIES

Responsible for the day-to-day functioning of a large sized store operation consisting primarily of mechanical or complex technical equipment, including purchasing, requisitioning, receiving, storing, and distributing stock and supervision and training of subordinate staff engaged in these functions.

Responsible for stock inventory and maintenance of all related records for inventory control and future requirements.

Performs accounting functions in addition to bank deposits, cash sales, preparing contracts, forecasting and preparing estimates for future needs, etc.

Considerable contact with suppliers for repairs and/or purchase of equipment or stock.

Authorizes invoices for payment.

Responsible for claims on damaged or incomplete shipments.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of stockroom operation including records, accounting, inventory control, receipts, distribution and cataloguing of stock.

Ability to manage a store operation and to co-ordinate, supervise and delegate work to staff.

Thorough knowledge of mechanical or technical equipment, etc., as befits the nature of the store operation.

Education, Training and Experience

Grade XI education with five years' storeroom and supervisory experience or an equivalent combination of education and experience.

Physical Standards

Physically capable of performing the duties assigned.

STOREKEEPER 4

GENERAL

An incumbent at this level is responsible for one of the largest and most complex store operations within the Government, such as a mechanical store serving the province or an operation comparable in size and complexity of a Provincial Institution. An incumbent at this level acts in an administrative capacity in coordinating and supervising the work of a large number of subordinate staff, and training new staff. An incumbent is responsible for inventory and accounting records, bank deposits, cash sales, official receipts, etc. An incumbent may prepare catalogues and contracts for expendable items, gathering and examining quotations. There is considerable contact with suppliers in making purchases. This level differs from the Storekeeper 3 in that incumbents are responsible for the largest and most complex store operations within the province.

TYPICAL DUTIES

Responsible for the day-to-day functioning of one of the largest store operations in the province, which includes purchasing, requisitioning, receiving, storing and distributing stock and the supervision and training of subordinate staff engaged in these functions.

Responsible for all stock inventory and maintenance of all related records for inventory control and future estimates.

Performs accounting functions in addition to bank deposits, cash sales, preparing contracts, forecasting and preparing estimates for future needs, etc.

Considerable contact with suppliers for repairs and/or purchase of equipment or stock.

Authorizes invoices for payment.

Responsible for claims on damaged or incomplete shipments.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of stockroom operation including records, accounting, inventory control, receipts, distribution and cataloguing of stock.

Ability to manage a store operation and to co-ordinate, supervise and delegate work to staff.

Thorough knowledge of mechanical or technical equipment, food quality, etc., as befits the nature of the store operation.

Education, Training and Experience

Grade XI education with five years' storeroom and supervisory experience or an equivalent combination of education and experience.

Physical Standards

Physically capable of performing the duties assigned.