

STORES CLERK 1

GENERAL

An incumbent at this level will perform routine manual and/or routine clerical functions in receiving, handling, storing and delivering stock. Work performed is in accordance with instructions and procedures received from the immediate supervisor.

TYPICAL DUTIES

Receives and ships stock.

Checks stock against packing slips or invoices determining if there are shortages, damages, missing goods, etc., and may sign for same.

Places stock in designated storage areas.

Removes items from stock to fill orders from authorized requisitions.

Delivers and/or may pick up stock or other items to departments or offices concerned.

Assists in counting and recording inventory.

Assists in keeping stockroom, warehouse and loading area in a clean and orderly condition.

May have contact with public or government departments regarding shipments.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Ability to acquire knowledge of basic stockkeeping procedures.

Education, Training and Experience

Elementary school education, preferably with some warehouse or stockroom experience.

Physical Standards

Physically capable of performing duties assigned.

STORES CLERK 2

GENERAL

An incumbent at this level will perform routine manual functions in receiving, handling, storing, relocating and delivering furniture and furnishings within the warehouse and other government buildings. The receiving, handling and delivery of other material such as janitorial, construction, clothing and safety equipment will also be performed as required.

TYPICAL DUTIES

Drives and/or acts as driver's helper in the operation of three to five-ton trucks and lower capacity vehicles as necessary.

Loads and off-loads material, ensuring that items are received in accordance with shipping (Bill of Lading, Delivery Slip) documents.

Delivers and/or may pick up or relocate furniture, furnishings or related material in the various government buildings.

Assists in the inspection of furnishings or other material prior to loading to ensure its serviceability.

Assists in the onsite assembly of furniture or furnishings.

Responsible for the return of all shipping and packing cartons used in department relocation moves.

Assists in raising discrepancy or damage reports when material received is not in agreement with shipping documents or is damaged in transit.

Operates branch vehicles in accordance with all vehicle and road safety precautions and regulations.

Assists in physical stock counts of material.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Knowledge of modern warehouse practices and procedures and use of warehouse material handling equipment.

Education, Training and Experience

High school education, with some warehouse experience.

Minimum Class III driver's licence.

Physical Standards

Physically capable of performing the duties assigned.