

## Job Information

Job title	<b>Stockperson</b>	Job Code: STKPRN	Pay Grade: B
Title of immediate supervisor	Stores Supervisor		
Department/Division	Finance / Purchasing		
Prepared by	M. Sheehan		
Date Created	Sept. 19, 2018	Revised date	July 4, 2022

## Job Purpose

Provides short term relief for Stores staff during interruptions of regular staffing levels. Assists the Stores team in the execution of continuous improvement projects and year-end inventory counts. Performs manual tasks related to the issuing and loading/unloading of materials in the operation of the Stores area located in the Public Works Yard.

## Duties and Responsibilities

- Receives, stores, and issues a variety of materials, tools and supplies.
- Provides helpful, high quality customer service with a professional attitude.
- Safely loads and unloads a variety of municipal vehicles and delivery trucks, using forklift and backhoe.
- Assists with the organization and cleanliness of all stores areas including warehouse and outside storage areas.
- Assists in stock taking as required.
- Follows all appropriate municipal and W.C.B. safety standards.
- Performs other related duties as required.

## Qualifications

- Grade 11, plus an additional programme of over one year full-time, or Grade 12 or equivalent.
- Ability to obtain Forklift Operator Certification and Front end Loader Operator certification.
- An equivalent combination of education and experience may be considered.
- 3 months experience in retail/commercial customer service and/or warehousing and/or inventory control and/or construction.

## Physical Requirements

Sufficient health, physical conditioning, strength, stamina and coordination to permit performance of work.

## Working Conditions

Works in a warehouse and outside in all weather conditions.