

JOB DESCRIPTION

JOB TITLE Section Head (Shipping)
JOB GROUP CUPE 4222A
DEPARTMENT Distribution Centre
SUPERVISOR Distribution Centre Supervisor

POSITION SUMMARY

Reporting to the Supervisor of the Distribution Centre, the Section Head will be responsible for the direction of Storesperson delegated to work in this section. Also the efficient preparation, shipping and control of stores in the section as shipped from the Distribution Centre. Provides relief duties in other sections as required. Operates and maintains equipment and vehicles in a safe manner.

DUTIES AND RESPONSIBILITIES

Issues / Distributions / Receiving / Driving

- takes initiative
- performs a number of diversified tasks
- follows proper warehouse procedures
- to select and prepare for shipment, all outgoing shipments, including the necessary paperwork involved
- filling requisitions in an accurate and timely manner
- ensures material is clearly and accurately labeled
- update stock locations as required
- maintain adequate levels of physical education loan stock and report any deficiencies
- unloads trucks and signs for goods received
- count and verify all materials received
- stocks shelves with materials received, rotate stock if necessary
- works in a driver capacity when necessary

Advisory Capacity / Training / Employee Orientation

- strong interpersonal and communication skills
- makes decisions in an objective manner
- provides appropriate feedback to Distribution Centre Team
- provides communication link between Supervisor and Storesperson
- familiar with all of the jobs and functions in the section area
- replace personnel as required
- teach and instruct with a positive attitude
- facilitates employee orientation and training i.e. students/casuals

Facilities Responsibility / Health and Safety / Special Needs

- promote safe and efficient work practices
- maintain neat shelves, bins and racks
- promote a clean and safe work environment
- operate and maintain all Distribution equipment and vehicles safely
- ensure proper personnel protective equipment is worn

- advise Supervisor of safety violation
- track Special Needs equipment to ensure equipment is safe
- contact appropriate distributors to arrange for any required maintenance

EDUCATION

OSSD or equivalent is required.

EXPERIENCE

Total of 1.5 years previous and on the job experience required.