

JOB DESCRIPTION

JOB TITLE	Storesperson, Distribution Centre (<i>Formerly Storesman II - Distribution Centre</i>)
JOB GROUP	CUPE 4222A
DEPARTMENT	Distribution Centre, Business Services
SUPERVISOR	Supervisor, Distribution Centre

POSITION SUMMARY

The Storesperson is responsible for processing requisitions, receiving materials and arranging materials for delivery or return between the Distribution Centre and Board sites. The incumbent may be required to act as a Driver in the absence of the incumbent.

DUTIES AND RESPONSIBILITIES

Shipping/Issuing/Sorting Mail

- Process Distribution Centre requisitions.
- Select, package and prepare materials for delivery.
- Process request for various loan items and equipment, such as physical education equipment, equipment used for students with special needs, etc.
- Distribute board approved notices, brochures, and other related materials.
- Sort the Board mail into bins.

Driving and Equipment Operation

- Assist Driver with pick-up and delivery of furniture and other large items.
- Assume Driver duties in absence of incumbent.
- Comply with safety, maintenance and cleanliness guidelines for operating a Board vehicle or hydraulic and power equipment.

Receiving

- Load and unload vehicles.
- Enter documentation into warehouse information system.
- Count and cross check items on packing slips. Report variances and discrepancies.
- Stock shelves with materials received, rotate stock and take inventory
- Maintain adequate levels of physical education loan stock and report any deficiencies.

EDUCATION

OSSD or equivalent is required.

EXPERIENCE

Previous related work experience is an asset.