



Provincial Job Description

TITLE:
(084) Distribution Worker

PAY BAND:
5

FOR FACILITY USE:

SUMMARY OF DUTIES:

Collects and delivers supplies and equipment for various departments.

QUALIFICATIONS:

- ◆ **Grade 10**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Communication skills**
- ◆ **Valid driver's license, where required by the job.**

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. Distribution

- ◆ Collects and delivers supplies (e.g., mail, printing, medical equipment and supplies/instruments, furniture, chemicals, records, specimens, x-rays, pharmacy).
- ◆ Collects signatures on direct shipments.

B. Shipping / Receiving

- ◆ Orders replacement inventory from Stores.
- ◆ Stocks carts, closets, shelves.
- ◆ Loads trays, carts.
- ◆ Receives/checks goods, supplies.
- ◆ Ships/couriers items and supplies, as directed.
- ◆ Performs data entry on computer.
- ◆ Checks expiry dates/rotates stock.
- ◆ Loads/unloads trucks.
- ◆ Signs for and logs incoming deliveries.

C. Related Key Work Activities

- ◆ Answers phones and takes messages.
- ◆ Maintains order and cleanliness in work area.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: December 18, 2024