


Job Evaluation Rating Document

	<p>Job Title <u>Storeperson & Purchasing Clerk</u></p> <p>Date <u>October, 2000; 2004</u></p> <p>Revised Date <u>December, 2011; September 10, 2015</u></p> <p>Revised Date <u>December 18, 2024</u></p>	<p>Code</p> <hr/> <p>256</p>
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<p>Decision Making</p> <p>Follows clearly prescribed practices when shipping/receiving goods and when ordering and maintaining stock and non-stock supplies. Utilizes discretion when releasing stock, researching new products or obtaining stock from alternate vendors in urgent situations.</p>	<p>Degree</p> <hr/> <p>2.5</p>
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<p>Education</p> <p>Grade 12.</p>	<p>Degree</p> <hr/> <p>2.0</p>
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<p>Experience</p> <p>Twelve (12) months previous experience with purchasing/stores/distribution in a health care setting. Six (6) months on the job to become familiar with various computer programs, inventory, shipping, receiving practices, acquire appropriate training (e.g., Transportation of Dangerous Goods, Safe Food Handling) and department policies and procedures.</p>	<p>Degree</p> <hr/> <p>5.0</p>
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<p>Independent Judgement</p> <p>Performs purchasing activities in accordance with established procedures. Resolves minor operating problems when researching alternative suppliers or seeking vendors for out-of-stock situations.</p>	<p>Degree</p> <hr/> <p>3.0</p>
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<p>Working Relationships</p> <p>Has regular contact with vendors and suppliers requiring tact and discretion. Appropriate tact required when discussing shortages within departments.</p>	<p>Degree</p> <hr/> <p>3.0</p>
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Storeperson & Purchasing Clerk

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<p>Impact of Action</p> <p>Improper record keeping may result in inaccurate billing and stock shortages which may delay related services and affect the work of other departments.</p>	<p>Degree</p> <p>2.0</p>
<p>Leadership and/or Supervision</p> <p>May show others how to perform tasks or duties by familiarizing new employees with the work area and processes. Provides functional guidance to staff with product information, evaluation and pricing.</p>	<p>Degree</p> <p>1.5</p>
<p>Physical Demands</p> <p>Regular physical effort walking, pushing and pulling with periods of heavy lifting.</p>	<p>Degree</p> <p>2.5</p>
<p>Sensory Demands</p> <p>Regular sensory effort reading, counting inventory, filling orders, filing, computer operation and communicating with periods of competing multiple sensory demands.</p>	<p>Degree</p> <p>2.5</p>
<p>Environment</p> <p>Regular exposure to minor disagreeable conditions such as noise and exhaust fumes.</p>	<p>Degree</p> <p>3.0</p>