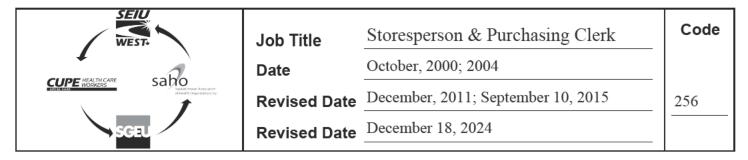
Job Evaluation Rating Document



Decision Making	Degree
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.	2.5

Education	De	gree
Grade 12.		
	2.0	

Experience	Degree
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.	5.0

Independent Judgement	Degree
Performs purchasing activities in accordance with established procedures. Resolves minor operating problems when researching alternative suppliers or seeking vendors for out-of-stock	
situations.	3.0

Working Relationships	Degre	е
Has regular contact with vendors and suppliers requiring tact and discretion. Appropriate tact required when discussing shortages within departments.		
	3.0	-

Impact of Action

Degree

Improper record keeping may result in inaccurate billing and stock shortages which may delay related services and affect the work of other departments.

2.0

Degree

Leadership and/or Supervision

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.

1.5

Physical Demands

Regular physical effort walking, pushing and pulling with periods of heavy lifting.

2.5

Degree

Sensory Demands

Regular sensory effort reading, counting inventory, filling orders, filing, computer operation and communicating with periods of competing multiple sensory demands.

Degree

2.5

Environment

Regular exposure to minor disagreeable conditions such as noise and exhaust fumes.

Degree

3.0