

2.1.7 STOREKEEPER, CLASS I

Nature of the work

The principal and customary work of an employee in this class of employment consists in being responsible for a store or warehouse and in performing various tasks related to its operation.

If necessary, the employee must, in addition, perform the characteristic functions of the class of employment of class II storekeeper.

Characteristic functions

The employee in this class of employment coordinates the decentralized or centralized operations of a store under his or her authority. He or she is responsible for receiving, storing and delivering tools, goods, materials and other supplies; loans audiovisual material, tools and instruments and ensures their return. The employee sees that the goods received conform to the purchase orders; he or she fills out receipts and other documents and makes a note of damaged and lost goods. He or she records details of the goods received in a record book or on appropriate cards, sees that the goods are stored properly and affixes identification tags, if necessary.

The employee delivers supplies from the store and prepares the necessary purchase orders for the replacement of articles. He or she may sell certain articles and prepares the deposits. Periodically, he or she takes a complete inventory and sees that his or her stock conforms to the record books and prepares reports. He or she makes certain purchases according to established procedures and specified instructions.

The employee carries out minor repairs and maintenance when required and sees that major repairs are made. He or she ensures that the store is kept tidy.

Using an appropriate program, the employee may be required to enter into a computer data related to the duties he or she performs.

The employee may be required to train new storekeepers and to coordinate the work of support staff.

If need be, he or she performs any other related duty.

Required qualifications

Schooling and experience

Hold a Diploma of Vocational Studies in an appropriate specialty for the class of employment, a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have two (2) years of pertinent experience.