

Job Information

Job title	Storeskeeper	Job Code: STORKP	Pay Grade: G
Title of immediate supervisor	Stores Supervisor		
Department/Division	Finance / Purchasing Services		
Prepared by	K. Kelly		
Date Created	May 30, 2017	Revised date	February 18, 2021

Job Purpose

Assists the Stores Supervisor in the operation of municipal stores located in the Public Works/Parks Yard. Performs storeskeeping duties that include ordering, receiving and issuing a wide range of materials, tools and equipment within the framework of inventory control and management best practices and purchasing administrative policies.

Duties and Responsibilities

- Receives, inspects quality, records, stores, and issues a variety of materials, tools and supplies.
- Maintains accurate computer and paper based records.
- Orders stock items to maintain adequate stock levels according to reorder points, known or anticipated demand, and customer requests in compliance with guidelines and procedures.
- Assists the Stores Supervisor with the security, safekeeping, organization and cleanliness of all stores areas including buildings and outside storage areas.
- Performs duties within the perpetual counting system (cycle count program).
- Participates in the annual physical inventory.
- Assists Stores Supervisor/Purchasing Services to review purchasing documents for quantity, specifications and quality.
- Prepares and maintains records of hazardous materials in accordance with statutory requirements; enters, retrieves, and prints related information such as WHMIS sheets.
- Controls the issue of personal protective equipment PPE and portable and/or attractive consumables.
- Assists in the effective and efficient use of Stores storage to enhance workflow, efficiency and effectiveness as well as safety.
- Complies with all administrative practices and standards; occupational health and safety rules and regulations, and Corporate policies and procedures.
- Provides information and assistance, maintains effective working relationships, and explains department policies, procedures, rules and regulations to a variety of internal and external contacts including staff, original equipment manufacturers and suppliers.
- Handles inquiries and complaints from staff, the public, and suppliers.
- Safely loads and unloads a variety of heavy material using a forklift or backhoe.
- Ensures Stores related equipment is maintained, including completing pre/post-trips, lubricating and greasing etc.
- Dispenses propane.
- Provides First Aid as required.
- Performs other related duties as required.

Qualifications

- Grade 12.
- Two years of directly related experience.
- CPIM Version 6.0 Part 1: Basics of Supply Chain Management or two accredited courses related to Supply Chain Management (Supply Chain Management Association (SCMA) or American Production and Inventory Control Society (APICS)).

- An equivalent combination of education and experience may be considered.
- Valid Backhoe and Forklift Operator Certification
- Propane Dispensing Certification
- Current OFA Level 2 as required.

Physical Requirements

Sufficient health, strength and coordination to permit performance of work.

Working Conditions

Works in an office environment, warehouse and outside in all weather conditions. Requires PPE and handles containers of hazardous materials.