



NON-MANAGEMENT JOB DESCRIPTION

JOB TITLE:	STORES ASSISTANT	LOCATION:	PROVIDENCE TERMINAL
REPORTS TO:	STORES INVENTORY SUPERVISOR	JOB CODE:	01-02-30-06
DIVISION:	-	GRADE:	01
DEPARTMENT:	INVENTORY AND PROCUREMENT	SECTION:	INVENTORY

SUMMARY STATEMENT Responsible for stocking, packing and retrieving goods as required and for keeping the Storeroom in a clean and tidy condition.

D U T Y R E S P O N S I B I L I T I E S	DESCRIPTION OF DUTIES:
	JOB UNLOADS , uncrates, sorts, checks and stamps incoming supplies. RECORDS amounts of materials or items received or distributed.
	MARKS materials with identifying information, using stencil, crayon or other marking device.
	RECORDS amounts of materials or items received or distributed; WEIGHS or counts them to ensure conformance with requisitions.
	ASSISTS in issuing and dispatching requisitioned items and MAINTAINS Storeroom in orderly condition.
	PERFORMS periodic spot inventories.
	SORTS and stores perishable goods in refrigerators.
	ASSISTS in the maintenance of Stores records.
	MAINTAINS other Stores areas in a clean and tidy condition.

The above responsibility statements identify specific duties necessary to attain GuyOil's overall objectives while not precluding the job holder from carrying out other related activities that may be inherent in the job.

WORK FIELD DATA	WORK FIELD:			
	WORK REQUIREMENTS:			
	<u>MACHINES</u>	<u>TOOLS</u>	<u>WORK AIDS</u>	<u>EQUIPMENT</u>
	-	Calculator Pens Pencils Stencils Crayon Staple Machine	Stores Manual Inventories Tags, Tape Rubber Stamps Requisitions Delivery Slips Stock Ledger Receipt Books Internal Stores Requisition Forms Stores Issues Record Goods Received Books Bin Cards	Equipment Telephone Racks Shelves Bins Pallets

QUALIFICATIONS PROFILE

FACTORS		SUBSTANTIATING DATA	DEGREES	POINTS
1	EDUCATION	Post Primary/Community High School; CXC passes in English and Mathematics	6	15
2	EXPERIENCE/JOB KNOWLEDGE	Unskilled Non-Management Worker performing routine work requiring little previous experience, but perhaps drawing on skills acquired in an informal manner until becoming familiar with work requirements. Ability to observe for similarities and/or differences is important to the job.	6	15
3	SUPERVISION	Direct supervision is given in relation to tasks to be done. The subordinate works as instructed and consults with the Supervisor on all matters not covered in the original instructions.	4	17
4	RESPONSIBILITY FOR MATERIALS, CASH, ETC	Responsible for routine details and performing a combination of tasks to receive, store and distribute materials, tools, equipment for the Divisions and Departments of GuyOil.	4	17
5	COMPLIANCE	Procedures for doing the work have been established and procedures and manuals are available.	5	10
6	QUALITY OF WORK	The Incumbent is required to ensure conformance with standards for arranging stock in specified order. Ensures that the Sectional Stores are kept clean and tidy and that items are well packed and easily accessible by stores personnel.	4	15
7	ANALYTICAL SKILL	The Incumbent is required to weight/count items received and items for distribution in relation to Stores rules and regulations. Application of standard processes required.	5	9
8	TECHNICAL/ PROFESSIONAL	Arranges stock items in specified sequence. Sorts and places materials or items on racks, shelves or in bins according to pre-determined sequence such as size, type, style, colour or product code.	4	13
9	INTERPERSONAL SKILL	Contacts are of little importance, few in number apart from members of the Incumbent's own Department.	5	9
10	MENTAL AND VISUAL DEMANDS	Tasks and problems tend to be closely related in terms of the contacts made and skills used.	5	7
11	WORKING ENVIRONMENT	Very heavy work lifting and/or carrying objects. The incumbent is also required to push or pull items; climbs and balances to reach high areas; stoops, kneels, crouches; reaches, handles and writes up documents. Works inside/outside in cramped quarters as part of a Team and around people.	1	90
LICENCES:			TOTAL:	217
SIGNATURES:				
PREPARED BY: S.V. JONES ASSOCIATES		DATE:		
REVIEWED BY _____	DESIG. _____	DATE: _____		
APPROVED BY _____	DESIG. _____	DATE: _____		
APPROVED BY _____	DESIG. _____	DATE: _____		