

## STOREKEEPER, CLASS I

### Nature of work

The principal and customary work of the employee in this employment class Consists in being responsible for a store or warehouse and in performing various work related to their operation.

### Rate your skills

**Yes**      **No**

- |   |                          |                          |
|---|--------------------------|--------------------------|
| I can easily carry out the verification of merchandise in accordance with delivery forms.   | <input type="checkbox"/> | <input type="checkbox"/> |
| I can sort, label, and store various merchandise.   | <input type="checkbox"/> | <input type="checkbox"/> |
| I am able to keep a register of damaged and lost merchandise.                               | <input type="checkbox"/> | <input type="checkbox"/> |
| I know how to take an inventory.  | <input type="checkbox"/> | <input type="checkbox"/> |
| I am comfortable with the tasks pertaining to the delivery of various merchandise to users. | <input type="checkbox"/> | <input type="checkbox"/> |
| I can prepare requisitions for the replacement of supplies.                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| I have the skills to carry out minor repairs and maintenance of the supplies.               | <input type="checkbox"/> | <input type="checkbox"/> |

### Required skills

- |                                  |                          |                          |
|----------------------------------|--------------------------|--------------------------|
| I have good organization skills. | <input type="checkbox"/> | <input type="checkbox"/> |
| I can supervise personnel.       | <input type="checkbox"/> | <input type="checkbox"/> |
| I know how to use a computer.    | <input type="checkbox"/> | <input type="checkbox"/> |