

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 tasks related to their operation.

Required qualifications

Schooling and experience

To have a secondary school diploma or a diploma or an attestation of studies which is recognized as equivalent by the competent authority and have at least two (2) years of pertinent experience.

Some characteristic duties

The employee in this employment class co-ordinates the decentralized or centralized operations of stores under his authority. He is responsible for the receiving, storing and delivery of tools, merchandise, equipment or other supplies. He sees that the merchandise received conforms to the order forms; he signs receipts and other documents and makes a note of damaged and lost merchandise. He records details of the merchandise received, sees that it is stored properly and affixes identification tags, if necessary.

He delivers supplies from the store and prepares necessary requisitions for replacements. Periodically, he takes a complete inventory and sees that his stock conforms to the record book and issues his reports.

He carries out minor repairs and maintenance when required and sees that major repairs are made.

He may be called upon to co-ordinate the work of other support personnel.

If need be, he performs any other related tasks.