

STOREKEEPER, CLASS II

Nature of work

The principal and customary work of the employee in this employment class is to assist with the various operations performed in a store or a warehouse.

Required qualifications

Schooling

To have a secondary school diploma or a diploma or an attestation of studies which is recognized as equivalent by the competent authority.

Some characteristic duties

The employee in this employment class prepares the supplies in the store for distribution; he distributes them and makes sure that they are returned. He records the movement of supplies according to established procedures.

When new supplies are delivered, he identifies and stores them in an appropriate manner.

He records any defect in the supplies and makes a report of it to his superior. He co-operates in the maintenance and minor repairs required.

He operates machines used to reproduce documents.

If need be, he performs any other related tasks.