

## JOB DESCRIPTION

**Position:** Warehouse Person

**Position Summary:** Under the supervision of the Director of Maintenance/ Maintenance Supervisor, receive and distribute goods, maintain inventory and deliver goods and mail.

### POSITION DUTIES

### RESPONSIBILITIES

- |                       |  |
|-----------------------|--|
| 1. Shipping/Receiving | <ul style="list-style-type: none"> <li>• receive and verify invoices and packing slips and the delivery of goods</li> <li>• process inventory requisitions and assemble items for delivery</li> <li>• maintain a variety of files and records, including inventory</li> <li>• maintain and reconcile petty cash</li> <li>• ensure Occupational Health and Safety and WHMIS Regulations are followed</li> </ul> |
| 2. Inventory          | <ul style="list-style-type: none"> <li>• establish and maintain inventory levels</li> </ul>  |
| 3. Delivery Truck     | <ul style="list-style-type: none"> <li>• organize and coordinate delivery of District supplies, mail and equipment</li> <li>• sort mail</li> </ul>   |
| 4. Communication      | <ul style="list-style-type: none"> <li>• communicate with staff and others</li> <li>• maintain confidentiality of information</li> </ul>   |

Other comparable or transient duties which are within the areas of knowledge and skills required by the job description may also be assigned.

### **Qualifications, Fitness and Ability**

Completion of Grade 10.

Valid Class 5 B.C. driver's licence.

Recent Certificate for Defensive Driving course.

Certification for transportation of dangerous goods.

Six months recent **successful** warehouse experience, including computerized inventory control.

Four months recent **successful** experience in driving and familiarization with routes and locations.

Safe driving record (current driver's abstract required).

Demonstrated ability to organize and coordinate delivery of district material.

Excellent interpersonal and communication skills.

Physically able to do all aspects of the job.