

POSITION: STOREKEEPER**JOB POSTING #:**

DEPARTMENT: Huron Lodge
POSTING TYPE: Corporate
POSTING STATUS: Regular Full-Time
OF POSITIONS:
SHIFT WORK REQ'D: No

UNION: 543
JOB CODE: 543186
POSITION #:
GRADE/CLASS: 0.08
SALARY RANGE: \$20.99 to \$24.68 per hour
HOURS PER WEEK: 40.00

DUTIES:

Responsible to the Manager of Environmental Services or designate for documenting/maintaining inventory on a daily basis. Shall receive, unpack and store materials, supplies and equipment ensuring conformity with specifications and purchase orders and Health & Safety regulations; maintain furnishings and equipment inventory; fill requisitions to ensure the adequate stock is available and remove items from inventory as appropriate; receive and distribute resident's furniture and possessions; maintain storerooms in a neat and orderly fashion; pick up and deliver materials, supplies and equipment when required; pack and ship materials as necessary; maintain and use correct paper flow to ensure accountability of all parts and materials issued from stock; use of tools necessary to maintain stock room such as inventory cards, indexes, computer terminals; etc. Duties as assigned under Emergency Preparedness Plan; attend all mandatory in-service training; Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program; will perform other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalencies
- Must have over three (3) months experience ordering stock in a computerized office environment using the MicroSoft Suite of products (Outlook, Word, etc)
- Must have knowledge of storekeeping and inventory control methods and practices.
- Must possess good communication skills, organizational and interpersonal skills and have the ability to communicate with the elderly
- Must be physically capable of performing the duties of the position.
- Must be capable of maintaining good relations with the public and other employees at all times.
- Must have initiative and ability to work with minimal direction.
- Work experience in a health care setting a definite asset
- Experience with the elderly an asset
- Successful completion of a gerontological course an asset
- Must hold and maintain a current valid and lawful Class G driver's licence in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle.

POSTING SPECIFICS:

- Posting Period:**
- at 8:30 AM to at 4:30 PM
 - **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**
- Who May Apply:**
- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.
- How To Apply:**
- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.
- Apply To:**
- In person to the Human Resources Department or one of the Customer Care Centres
 - By faxing your Job Transfer Form and resume to the Human Resources Department
- Updated:**
- By Human Resources on September 17, 2012