

## **2.1.6 STOREKEEPER, CLASS II**

### **Nature of the work**

The principal and customary work of an employee in this class of employment consists in assisting with the various operations performed in a store or a warehouse.

### **Characteristic functions**

The employee in this class of employment prepares the supplies in the store for distribution, delivers them and ensures their return. He or she records the circulation of supplies according to established rules and procedures.

When the employee receives new supplies, he or she identifies and stores them in an appropriate manner and, if necessary, uses a dolly, a mobile platform hoist or a cart to move them.

The employee records any defect in the supplies and reports it to his or her superior. He or she collaborates in the maintenance and minor repairs required.

If need be, he or she may photocopy documents.

Using an appropriate program, the employee may be required to enter into a computer data related to the duties he or she performs.

He or she may be required to train new class II storekeepers.

If need be, he or she performs any other related duty.

### **Required qualifications**

#### Schooling

Hold a Diploma of Vocational Studies in an appropriate specialty for the class of employment, a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority.