

Agency: Liquor Distribution Branch
Location: Vancouver

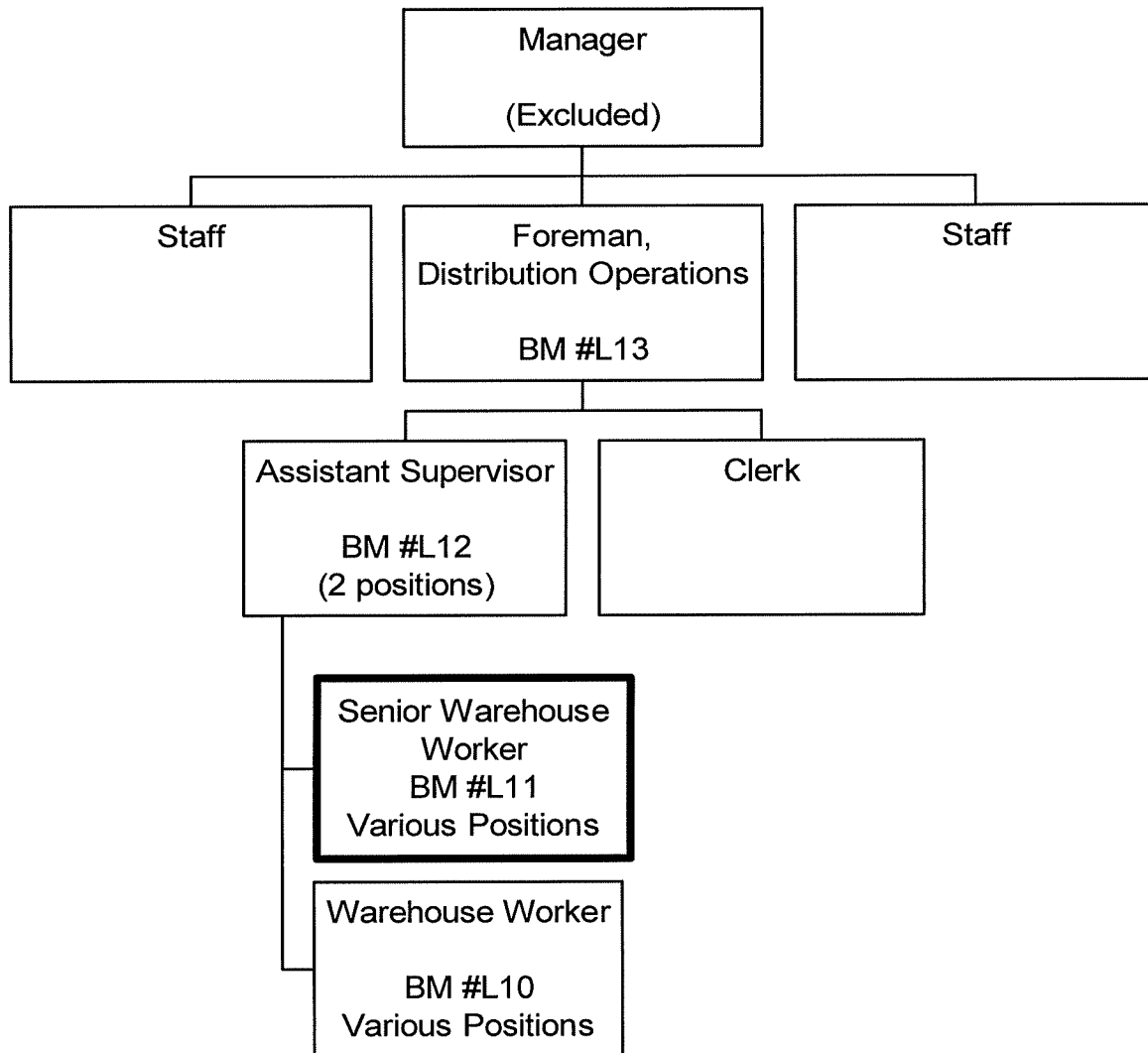
Working Title: **Senior Warehouse Worker**
Level: Range G4
NOC Code: 7452

PRIMARY FUNCTION

To perform receiving, replenishment and shipping functions and participate in special projects within the Distribution Centre warehouse.

JOB DUTIES AND TASKS

1. Performs receiving, replenishment and shipping functions and projects such as annual inventory, stock rotation, wine festivals and on-pack operations within the warehouse
 - a. operates forklift and other warehouse equipment when processing customer orders for receipts, replenishment and shipment
 - b. performs pre-operative check of equipment to be used, completes inspection form following set procedures, and reports all problems to supervisor
 - c. secures products on pallets (e.g., shrink wrapping) and removes unsafe or broken pallets from circulation
 - d. labels orders and ensures clarity of label especially if special handling is required
 - e. maintains accurate paperwork, checks reports, completes daily report, signs for products at all stages and forwards paperwork to relevant administration unit
 - f. ensures product has been fully allocated to customer orders and resolves anomalies identified through the allocation process by changing product status from case to unit or unit to case
 - g. identifies inventory anomalies and informs management for follow up
 - h. maintains accuracy of receipts, put-aways (putting received stock in pick or storage location), replenishments, deliveries, orders, etc., and corrects errors
 - i. prioritizes work and ensures priority orders are dealt with as per supervisor requests
 - j. checks all requisition numbers at several stages of warehouse processing ensuring cross checks take place between different sections
 - k. proposes the most efficient use of trucks and truck space for deliveries, rack and storage space for product and staging and overflow areas for receipts
 - l. recycles materials within warehouse, including cardboard, plastic, etc.
 - m. maintains security and informs management of any problems, e.g. seal on trucks/trailers
 - n. loads and unloads trucks as necessary being aware of priority stores, to ensure receipts, replenishments and shipments of their product
 - o. operates computer terminals to check products, obtain printouts and work orders/amendments as necessary
 - p. performs inventory cycle counts as required, including radio frequency system usage
 - q. orders supplies, plastic/paper bags for stores and shrink wrap for warehouse
 - r. rotates stock as per product by shipment
 - s. participates in special projects such as Wine Festivals, etc. (e.g., performs warehousing duties for mini-warehouse within a warehouse with less structure/computer assistance)
 - t. enters inventory by pallet into warehouse system referencing purchase order, quantity and pack size
 - u. sorts and distributes pallets for use in distribution centre
 - v. decides where product is stored by through-put (i.e., predetermined guidelines) or volume of product received
2. Provides guidance and support to other staff within the warehouse
 - a. inspects product for breaks, directs clean up staff regarding removal from inventory and maintains record of all breakages
 - b. trains or refreshes staff on warehouse policies and procedures
 - c. assigns and checks the work of junior warehouse staff
3. Performs other related duties
 - a. removes string, plastic & cardboard from warehouse; informs supervisor of condition of assigned work areas
 - b. reports warehouse safety problems to the supervisor (e.g., unsafe practices, conditions and damage)
 - c. keeps abreast of all new safety regulations and requirements by checking bulletin boards, attending training and staff meetings
 - d. makes suggestions to management regarding system modifications, policies and procedures



FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	JOB KNOWLEDGE Know a variety of job functions and how they relate to warehouse operations to receive, record, store, ship and secure liquor and related products in a warehouse, sign for products at all stages.	C	60
2	MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to perform warehouse functions, receive product, process orders, resolve product and allocation anomalies, and propose most economical use of truck space for deliveries and rack and storage space for product.	C	60
3	INTERPERSONAL COMMUNICATION SKILLS Discretion required to exchange information to provide direction to junior warehouse staff on completion of work tasks.	C	30
4	PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to operate forklift to move material in a warehouse.	C	15
5	RESPONSIBILITY FOR WORK ASSIGNMENTS Freedom to Act: 2 Comparative Effects: 11a Guided by specific procedures, affects program delivery by changing the order of completion to perform several functions such as signing for products at all stages, ensuring product has been fully allocated to orders and resolving anomalies.	B	30
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to validate the receipt of liquor product at all stages of the warehouse operation.	C	15
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to operate forklift and other warehouse equipment to store and move liquor products in a warehouse.	C	15

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8	RESPONSIBILITY FOR HUMAN RESOURCES Assigns and checks the work of junior warehouse staff (1 FTE).	CC	14
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to operate forklifts in where other workers are exposed.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently visually focus on computer screen to track and locate stock.	C	12
11	PHYSICAL EFFORT Heavy physical effort to regularly push, pull, lift or carry heavy stock items.	E	24
12	SURROUNDINGS Exposure to dust and noise in a warehouse almost always.	C	6
13	HAZARDS Significant exposure to hazards from working near moving equipment and forklifts in warehouse almost always.	D	9

Total Points: 305

Level: Range G4