

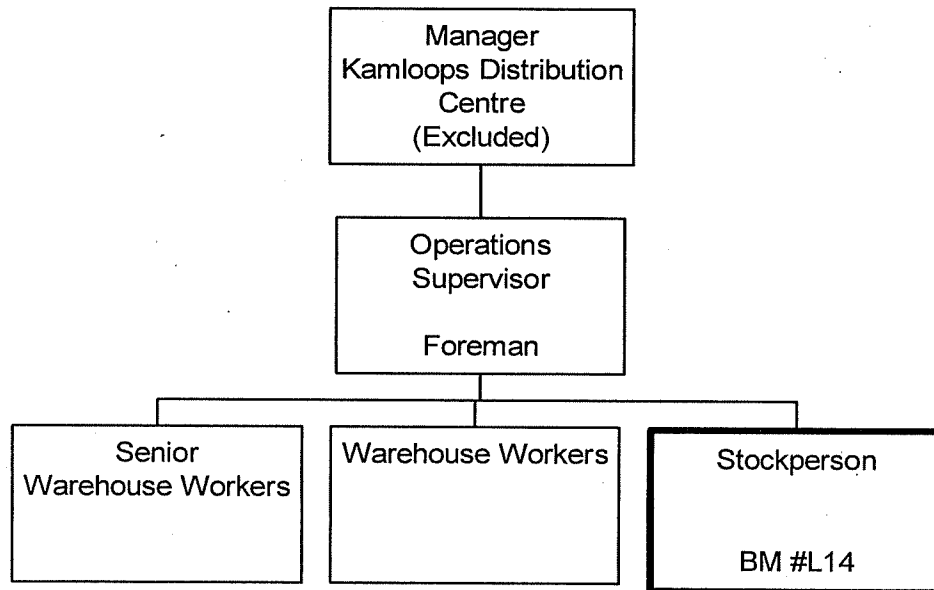
Agency: Liquor Distribution
Location: Kamloops

Working Title: Stockperson
Level: Range 14

PRIMARY FUNCTION: To ensure the physical stability, control, movement and availability of all product in the Kamloops distribution centre.

JOB DUTIES AND TASKS

1. Ensures the physical stability, control, movement and availability of all product in the distribution centre
 - a. monitors sales levels and adjusts reorder points and quantities to reflect sale levels of individual product
 - b. adjusts picking locations according to season and buying trends to ensure high volume products are available in an efficient work flow and to avoid spoilage of product by rotating stock
 - c. compares floor credit inventory count to ensure accuracy
 - d. compiles "stock out" report and looks into unavailable products (same code/different alcohol content/vintage/on-packs)
 - e. monitors incoming stock to ascertain correct coding for identification
 - f. maintains locator labels and determines appropriate placement of product in the warehouse to ensure efficient work flow
 - g. provides guidance on the placement of product to flow rack personnel
 - h. sorts and allocates special order products & completes delisting & new product forms
2. Performs administrative functions related to inventory control
 - a. documents and processes in-transit breaks and shorts with recommendations as to supplier billing and amounts
 - b. contacts suppliers, shippers and agents regarding labelling and packaging (e.g., inadequate or hazardous packaging, incorrect bar code, incorrect product in box)
 - c. examines quality control problems of products such as glass in product, wrong packaging, stale dated product
 - d. coordinates the authorized destruction and disposal of alcohol products
 - e. responds to queries from various departments regarding stock availability and recommends liquor product purchases
 - f. coordinates inventory taking and looks into discrepancies between book count and actual inventory
 - g. organizes, marks and allocates stock during stock taking & installs accurate bar codes
 - h. determines inventory levels and space requirements based on sales increases or decreases, seasonal variations, temporary price fluctuations, add on value items or image promotions
 - i. ensures proper handling, storage, shipment and reordering of dry goods and supplies such as tape, string, cardboard cartons, envelopes, etc
 - j. coordinates safe & accurate receipt, handling, storage & shipping of all advertising material
 - k. monitors available floor space including making appropriate arrangements for special events requirements
 - l. prepares and submits monthly warehouse capacity reports including budget data utilization reports
 - m. initiates and implements processes and procedures related to the control of stock movement and control within the distribution centre complex
 - n. produces computer reports such as inventory location and quantity and updates the Stockmaster Inventory Control report
3. Provides direction and guidance to staff (up to 5 FTEs) involved with product movement and inventory control
 - a. recommends training, discipline and leave approval as required
 - b. provides input into employee appraisals and EPDPs
 - c. provides one-on-one training & discusses corrective requirements regarding work quality
4. Performed other related duties
 - a. operates counterbalance forklift, straddle type forklift and/or pallet mover to move stock in the warehouse
 - b. coordinates or participates in special projects as directed such as warehouse cleaning project
 - c. provides assistance to and responds to queries from outside suppliers and agents



FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
1	JOB KNOWLEDGE Have a practical understanding of inventory control, management and allocation to control the movement and availability of liquor products in the distribution centre complex.	F	190
2	MENTAL DEMANDS Judgement to apply analysis and interpretation of seasonal variations, sales increases/decreases, and buying trends and choose an approach using a combination of accepted inventory control methods to determine inventory levels, adjust reorder points and stock quantities and ensure appropriate placement of product in the warehouse to ensure efficient work flow.	E	150
3	INTERPERSONAL COMMUNICATION SKILLS Discretion required to explain corrective requirements regarding work quality to staff involved in product movement and inventory control.	C	30
4	PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive a forklift in the distribution centre.	C	15
5	RESPONSIBILITY FOR WORK ASSIGNMENTS <u>Freedom to Act:</u> 4 <u>Comparative Effects:</u> IIIa Guided by general procedures, affects program delivery by selecting alternative courses of action to coordinate and control the storage, movement and inventory of product in the distribution centre to meet the needs of the Receiving, Shipping, Parts and Assembly departments.	D	75
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to provide cost data and recommendations on the purchase of additional inventory to meet current and expected needs.	D	22.5
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to control the movement and storage of liquor product in the distribution centre.	D	22.5

FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and examine the work of staff involved in product movement and inventory control (1 to 5 FTEs).	CD	14
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to operate a forklift where other workers are exposed.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently balance the schedule of movement, storage and retrieval of product to meet deadlines of the Receiving, Shipping, Parts and Assembly departments.	C	12
11	PHYSICAL EFFORT Heavy physical effort to frequently carry or lift cases of moderate weight.	E	24
12	SURROUNDINGS Exposure to dust and noise in a warehouse almost always	C	6
13	HAZARDS Moderate exposure to hazards from frequently carrying or lifting cases of moderate weight	C	6

Total Points: 582

Level: Range 14