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| Class No.:     |                                       |
| Original Date: | March 1996                            |
| Revision Date: | October 2012<br>June 2016<br>May 2022 |
| Pay Group:     | 14                                    |

## **CLASS SPECIFICATION**

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### **STORES CLERK**

#### **NATURE AND SCOPE OF WORK**

This position provides varied clerical and technical work of moderate complexity. An incumbent in this position is primarily responsible for scheduling and arranging room and studio bookings, the custody and distribution of equipment and supplies, maintenance of records and routine minor maintenance. Reporting to the Dean, Faculty of Fine and Applied Arts, the incumbent receives guidance from a Coordinator and / or Divisional Supervisor.

#### **ILLUSTRATIVE EXAMPLES OF DUTIES**

- Receives, unpacks, and stores incoming equipment and supplies; checks packing slips for correctness and processes covering documents. Barcodes and enters this into the system.
- Liaises with the Divisional Supervisor and Coordinators to discuss and identify activities/classes to coordinate Stores with the Master Timetable.
- Schedules all PMI/PMTI lessons and practice room bookings and rentals for all programs within School of Performing Arts and Music Therapy.
- Distributes and tracks practice rooms, keys, lockers, and other equipment. Enters payments and holds in the system.
- Organizes, updates, and maintains loans and inventory records of equipment and supplies; follows up on overdue equipment. Provides reports on inventory.
- Ensures that equipment and supplies are available, functioning, and ready for use.
- Performs minor maintenance and tags and forwards equipment to be repaired.
- Maintains and performs general cleaning duties on all equipment

- Makes recommendations on needed equipment, supplies, and purchases minor equipment for different programs.
- Reports on Stores issues and progress at Staff meetings.
- Prepares a variety of correspondence, including letters, reports, memoranda, and other materials as required.
- May be required to take training and act in the capacity of a floor warden as part of the University's Emergency Preparedness Plan (Fire, W.H.M.I.S, Earthquake).
- Performs duties related to the qualifications and requirements of the position

#### **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**

- Considerable knowledge of the programs in the School for Performing Arts and Music Therapy and the needs of these programs in relation to this position.
- Knowledge of musical instruments is preferred.
- Considerable knowledge of the specific rules and regulations governing the use of rooms, equipment, and supplies.
- Considerable knowledge of word processing, spreadsheet and database applications, and the ability to upgrade and learn new applications.
- Considerable knowledge of business English, spelling, and arithmetic
- Working knowledge of the objectives, methods, and contents of the courses offered by the School of Performing Arts and Music Therapy.
- Working knowledge and awareness of musical equipment and supplies (including digital equipment & recording systems/technology)
- Working knowledge of office methods and procedures and the use of standard office equipment.
- Ability to adapt to changing situations.
- Ability to maintain attention to detail with constant interruption

- Ability to establish and maintain effective working relationships with, and provide customer service to, a diverse group of employees, students and the general public
- Ability to compose and produce routine correspondence, memoranda, etc.
- Ability to interpret and follow established regulations and procedures of inventory and loan systems, requisitioning and receiving systems and to make simple arithmetic calculations.
- Ability to organize, update and maintain accurate loan and inventory records using the Sierra system and by other means as required.
- Ability to learn assigned tasks and to perform them in accordance with established methods and procedures.
- Ability to perform a wide variety of record keeping tasks and to calculate, tabulate and check data accurately and systematically.
- Ability to provide information courteously and accurately to students and others.
- Ability to safely lift and carry heavy equipment within the limits defined by the WCB.

#### **REQUIRED TRAINING AND EXPERIENCE**

- Completion of Grade 12, including or supplemented by courses in word processing and office practices and procedures.
- One year of inventory, basic maintenance, and customer service experience.

#### **REQUIRED LICENSES, CERTIFICATES & REGISTRATIONS**

- None