PERTH AND SMITHS FALLS DISTRICT HOSPITAL
CUPE 2026-291

DEPARTMENT: MATERIALS MANAGEMENT

POSITION: Casual - STORES CLERK

SUMMARY OF DUTIES:
The Stores Clerk is responsible for; accurate, prompt receipt verification, recording, storage and delivery of material to its destination; utilize package tracking processes to route and capture proof of delivery signatures; replenishment/maintenance of site central supplies; maintain/adjust appropriate supply levels to ensure continuous supply availability; order fulfilment, preparation and delivery to customers. Accountable for reconciliation, archiving and integrity of package tracking data for auditing purposes. Ensures the receiving area is organized, maintained and secured. Performs work in accordance with applicable provisions of the Occupational Health and Safety Act and Regulations, Professional standards and guidelines.

QUALIFICATIONS: MINIMUM REQUIRMENTS / MUST HAVE:
- Work requires the demonstrated ability to read, write and to understand both written and verbal instructions regarding safe handling and storage of materials and to prepare reports as well as the ability to perform mathematical calculations related to inventories and costs acquired through a secondary school graduation diploma or successful completion of a recognized equivalent level of formal education.
- Certification in the Transportation of Dangerous Goods or the ability to acquire certification within the trial period is required.
- Knowledge of automated inventory control systems preferred.
- Work requires a demonstrated knowledge of safe lifting practices and able to occasionally lift objects of up to 50lbs. Constant bending, lifting, reaching, picking up and putting away supplies and movement of heavy equipment.

PREVIOUS EXPERIENCE REQUIREMENTS:
Two (2) years recent experience in a medium to large warehouse/production/materiel management setting, preferably in a healthcare environment.

SALARY: $25.755 - $28.568

SHIFT: Days (subject to scheduling change as per Management Rights Article G.01 of the CUPE Collective Agreement)

How to apply: Please email HR at HR@psfdh.on.ca and quote the job number.

Be advised that the Perth and Smiths Falls District Hospital has a vaccination policy located on PDMS. Proof of vaccination will be required as a condition of employment, subject to exemptions contained in the policy.

Perth and Smiths Falls District Hospital is an equal opportunity employer committed to meeting needs under the Canadian Charter of Rights and Freedom and the Ontario Human Rights Code. Our recruitment process follows the Accessibility for Ontarians with Disabilities Act in order to provide a fair and equitable process for all candidates. Applicants requiring accommodation through the recruitment/interview process are encouraged to contact the Human Resources Department at 613-283- 2330 ext. 1132 for assistance.

We thank all interested candidates for their response, however, only those chosen for an interview will be contacted.