

Agency: Liquor Distribution Branch
Location: Vancouver

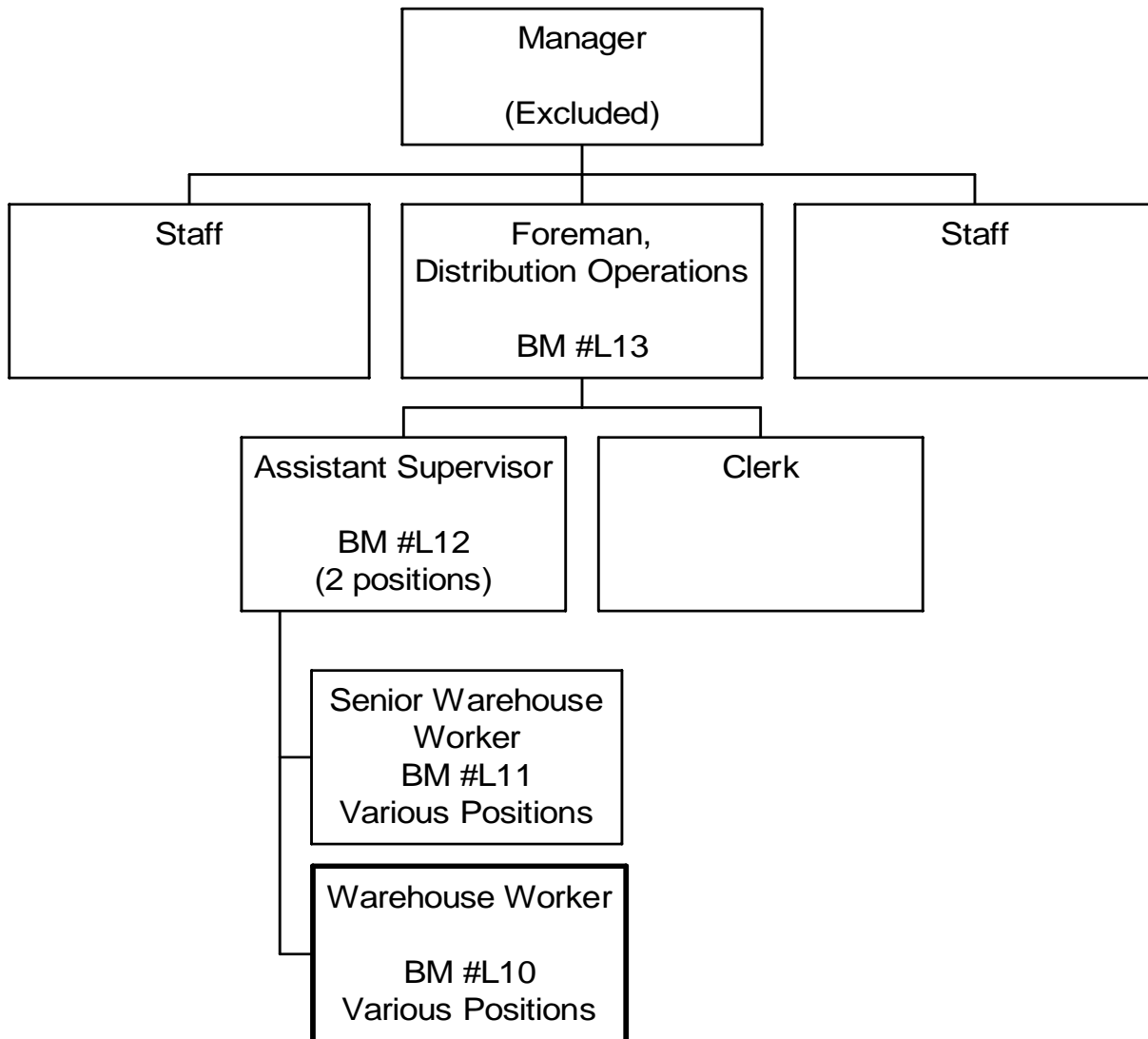
Working Title: **Warehouse Worker**
Level: Range G2/3
NOC Code: 7452

PRIMARY FUNCTION

To assist Senior Warehouse Workers and Assistant Supervisors by locating, storing, picking and packing of liquor product orders and other related products in the LDB warehouses.

JOB DUTIES AND TASKS

1. Receives and processes material in LDB warehouses
 - a. performs pre-operative check of equipment to be used, completes inspection form following set procedures, and reports all problems to supervisor
 - b. operates radio frequency linked computer terminal to complete liquor orders
 - c. determines the best starting point for each order in a designated zone, finds the product's location, ensures the correct product by scanning barcode, selects correct quantity and confirms the pick
 - d. determines the cut off for order zone portions and packs goods in both case or unit formats onto pallets or cartons, creating additional shipping labels from barcode laser printer as required and forwards products to shipping area for further processing
 - e. determines appropriate pallet or carton configuration based on product carton/unit size to maximize pallet stability and minimize use of additional pallets/cartons or other shipping materials
 - f. operates high lift Orderpicker as required for elevated product pick and pack, as well as other mobile equipment where other staff are exposed
 - g. replenishes bottle pick flow rack as directed by computer and determines how many cases to replenish based on flow rack location
 - h. reports inventory anomalies to supervisor for follow up
 - i. reports product or store order problems to stock control department
 - j. maintains security and informs management of any problems such as unknown persons in the warehouse or product in the wrong location
 - k. recycles materials within the warehouse (e.g., collecting plastic and cardboard)
 - l. assists in special projects such as wine festivals, etc. by picking and packing in non-standard configurations
2. Maintain a safe and clean working environment within the warehouse
 - a. keeps abreast of all new safety regulations and requirements as per monthly staff meetings
 - b. reports unsafe practices, conditions, safety problems and damage to management
 - c. carries out manual processes within the warehouse in the correct ergonomic manner (e.g., lifting correctly, keeping weights close to body)
 - d. removes string, plastic and cardboard from warehouse
 - e. collects and removes broken cases/bottles/product from active inventory
 - f. maintains record of breakage
3. Performs other related duties
 - a. informs supervisory staff of any problems within assigned areas of work such as personal conflicts
 - b. provides informational orientation to new employees



FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	JOB KNOWLEDGE Know several warehousing tasks which require the ability to read, write and use arithmetic to locate, store, pick and pack liquor products.	B	40
2	MENTAL DEMANDS Judgement to carry out warehousing tasks that are clear, but require selecting known actions, to locate, store, pick and pack liquor products.	B	40
3	INTERPERSONAL COMMUNICATION SKILLS Courtesy required to exchange information related to work duties with others within the warehouse.	A	10
4	PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to operate an Orderpicker and other mobile equipment to move material in a warehouse.	C	15
5	RESPONSIBILITY FOR WORK ASSIGNMENTS <u>Freedom to Act:</u> 1 <u>Comparative Effects:</u> 1a Guided by set warehouse routines, affects program delivery by locating, storing and picking and packing liquor products in the LDB warehouse.	A	15
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Little or no financial responsibility.	A	5
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to operate an Orderpicker and other mobile warehouse equipment to store and move liquor products in a warehouse.	C	15

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Provides informal orientation to new employees.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to operate an Orderpicker and other mobile equipment in proximity to others.	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 almost always working near moving equipment and forklifts in warehouse.	D	9

Total Points: 211

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