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## VACANCY POSTING

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| <b>Vacancy:</b>                 | Storekeeper 2           |
| <b>Description of Position:</b> | Permanent Full time     |
| <b>Number of Vacancies:</b>     | 1 Position              |
| <b>Unit:</b>                    | Materials Management    |
| <b>Employee Group:</b>          | CUPE Clerical Technical |
| <b>Wage Grid:</b>               | \$31.77 - \$32.64       |
| <b>Shift Work:</b>              | Yes                     |
| <b>Weekend Work:</b>            | Yes                     |

|                                 |                              |
|---------------------------------|------------------------------|
| <b>Date Posted:</b>             | April 22, 2026               |
| <b>Closing Date &amp; Time:</b> | April 29, 2026 at 1700 hours |
| <b>Reference Number:</b>        | 26-060 FT STOREKEEPER 2      |
| <b>Clinical Manager:</b>        | Wilma Fawcett x6168          |

*Please note: this posting is for an existing vacancy*

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## ROLES AND RESPONSIBILITIES

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### PATIENT SAFETY

Every employee's responsibility is to ensure that the hospital's patient safety goal continues to be the centrepiece of our quality and risk management program and that every patient is treated within a safe environment. To ensure compliance with this goal, each employee must:

- Find, report, and prevent incidents/near misses or adverse effects
- Communicate/report areas of concern immediately to your Manager
- Complete a Near Miss Form or Incident Report to communicate or report incidents or near misses

### SUMMARY OF POSITION:

Reporting to the Corporate Manager – Financial & Procurement Services, the Storekeeper 2 is responsible for the purchasing of inventory and non-inventory items. The Storekeeper 2 advises users of standard product purchases when requests deviate, past historical purchases, and directs users to resources that can assist them in the decision-making process.

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## NATURE AND SCOPE OF WORK

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### PURCHASING

- Negotiate contracts and maintain/upkeep of Group Purchasing Contracts (i.e. Healthpro/Mohawk)
- Review/follow the BPS Procurement Directives, Supply Chain Act
- Collect/submit to SO (Supply Ontario) PAR (Procurement Activity Reporting) vendor spendings that exceed the Hospital BPS maximum yearly
- Review/follow BOBI (Building Ontario Businesses Initiative) guidelines

- Responsible for purchasing stock and non-stock items on a timely basis
- Ensure incoming requisitions are complete prior to generating a purchase order
- Effectively communicates with requisitioners as to the status when issues arise ie delay in delivery, discontinued, ...
- On-going follow-up and review of open Purchase Orders and outstanding requisitions
- Investigate price discrepancies
- Receiving of orders and providing completed documentation (packing slip,...) to Finance
- Reconcile purchase orders with finance through invoice reconciliation
- Investigation of new product requests prior to purchase
- Perform regular expiry date checks on stock/non-stock items
- Research new/current products that may benefit areas of the facility
- Review product to determine status ie stock vs non-stock
- Upkeep of departmental SAPs
- Maintain the inventory listing ie deactivating items that are not longer required to prevent accidental orders, purchase/issue setups, ...
- Ensure Departmental and Master binders are updated with Safety Data Sheets
- Requests quotes for capital
- Informs Biomed of capital arrivals, notifies Manager/Biomed
- Maintains and renews service contracts in discussion with Manager of equipment

#### **SHIPPING AND RECEIVING**

- Receive purchases into ORMED
- Verify receipts of packing slips to Purchase Order
- Prepare product items that are to be returned for shipping and ensures the completion of required documentation
- Ensure estimate of repair provided/approved by Manager/Team Leader prior to return of goods
- Drive Forklift as required to unload delivery trucks
- Patient Safety
- All other duties as requested

#### **GENERAL**

- Ensure a safe working environment
- Participate and attend any training to improve job performance
- Assist in the establishment and completion of performance indicators
- Assist in product standardization
- Assist the Storekeeper 1 as required
- Operate equipment related to Materials Management
- Perform other duties as required

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#### **QUALIFICATIONS**

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- Accredited College Diploma or Certification in Supply Chain Management or equivalent
- High level of competence in computer data entry
- Knowledge in a computerized work environment, preferably in a Healthcare environment
- Formal training in the areas of inventory control, purchasing and basic accounting functions
- Understanding and experience in shipping and receiving functions
- Must have the ability to manage time efficiently
- Ability to lift 40-50 lbs if called upon to assist/replace Storekeeper 1

- Strict confidentiality of all patients and hospital related information
- Excellent attendance and appropriate availability to fulfil shift commitment
- Ability to relate well with patients, members of the health care team and the general public
- Responsible for own professional development
- Ensure that patients are treated within a safe environment
- Obtain a satisfactory Police Check (vulnerable sector)
- Must be prepared to participate in the Pre-Anaesthetic Clinic

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## **ALIGNMENT WITH WDMH COMMITMENT STATEMENT**

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The duties and responsibilities of this position include alignment with the Winchester District Memorial Hospital's Commitment Statement. It is the Hospital's mandate to ensure that all employees adhere to the following as a duty of their employment:

### ***Our Commitment***

*We are here to care for our patients with compassion - close to home and with our partners.*

*We pursue excellence in all we do.*

*We are one team. We value respect, accountability, innovation, and learning.*

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## **APPLICATION INFORMATION**

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Further information is available from **Wilma Fawcett at extension #6168**. Interested employees should apply in writing, by email only indicating their qualifications to Brenda Fancey, Manager Recruitment, Compensation and Benefits at [bfancey@wdmh.on.ca](mailto:bfancey@wdmh.on.ca). When applying for any posted vacancy it is mandatory that you provide a thoroughly completed Application for Employment or attach a resume with all of the necessary information to assist in determining whether you meet the requirements of the position as outlined on the posting. Failure to do so will result in your application being screened out of the competition.

**Winchester District Memorial Hospital welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process**