

Working Title Stockkeeper	Name
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Position Number	Reports to Position No., Class & Level Administration 2	Division, Branch/Unit Correctional Services/Young Offender Branch/Calgary Young Offender Centre	Ministry Public Safety and Emergency Services
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Present Classification Operational Services 2	Requested Classification
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Dept ID	Program Code	Project Code (if applicable)
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PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see [Section 2.3](#)).

Reporting to the Business Manager is responsible for the operation of the Stores area for the Calgary Young Offender Centre. Is accountable for all equipment and supplies entering the Centre ensuring that items are accounted for including items purchased by the Inmate Welfare Fund. Is responsible for ensuring that adequate stock is maintained and informs the Purchasing Clerk when restocking is required. This position is responsible for inventory control in the Stores area as well as capital and attractive assets.

In addition to being responsible for the stores area of the Centre this position also oversees the offender property area including offender valuables, issuance of offender clothing, laundry operation and stocking offender units with equipment and supplies such as bedding, toiletries, and other personal items for the offenders on both the Female Annex and Youth sides.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

- Stores Operation**
- Is responsible for all shipping and receiving of items and equipment for the Centre. This involves checking freight bills and packing slips for accuracy and condition. Signs and dates freight bills/packing slips indicating acceptance of material. This includes items purchased by the Inmate Welfare Fund. All signed freight/packing slips are given to the purchasing clerk.
 - Monitors stock levels, completes a monthly stock inventory count and notifies purchasing clerk of the appropriate stock required.
 - Ensures the stock levels in the Centre of various items are maintained such as the living units, administration, admit and discharge etc.
 - Assists with the surplus of government property for Surplus Sales ensuring that items are itemized, recorded and the applicable labels are placed on the surplus items.
 - Handling of dangerous and hazardous materials in compliance with appropriate safety protocols at all times.
- Offender Property (Adult Female and Youth)**
- Receive, store, safeguard, track and catalogue offender property (valuables, non-valuables and bulk property) as set out in policy and procedures ensuring the Centre does not become liable for lost, damage, or destroyed property.
 - Enter into ORCA all offender property and valuables to ensure all personal belongings are accounted for.
 - Contribute to the effective, efficient and accurate transfer of offender property ensuring offender property is traceable and can be accounted for in accordance with property management principles.
 - Liaising with staff at other Centres regarding the status of offender property.
 - Responding in a timely and professional manner to inquiries from the public, staff and from offenders regarding the status of offender property and conducts investigation regarding missing and disputed property.
- Laundry Operation (Adult Female and Youth)**
- Ship and receive soiled and clean laundry on a weekly basis.
 - Sort soiled and clean offender laundry for the Centre and condemn any items that can no longer be used.
 - Prepare clothing rolls for offenders ensuring adequate stock is maintained.
 - Wash and dry various items for the Centre as required.
 - Liaise with the laundry machine repair vendor as required.

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Miscellaneous

- Is responsible for conducting all inventories in the Centre.
- Picks up various office equipment and furniture in order for the items to go to surplus. Provides list of make, model and serial numbers in order that items can be listed in the OSSI system.
- Surplus or condemn officer clothing ensuring that the crests are removed from all shirts and jackets.
- Ensures areas that have photocopier/fax machines have adequate paper supplies.
- Ensures that the Annex Units are adequately stocked with cleaner/disinfectant which involves filling jugs from the dispensing unit.
- Provides cover-off for the Cleaning in their absence as required.
- Delivers and picks up various items to the applicable areas for special events when required.
- Supervise offenders when required in the laundry area.
- On occasion put together items that have been purchased that come unassembled.
- Other duties as required.

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

This position provides a multitude of services within the Centre. This position is responsible for the secure storage and precise accounting of offender and government property. Services are provided in an operational environment which timeliness is required and is complicated by the overall scope of the operation and the unpredictable and sometimes dangerous behavior of offenders.

Services are provided to offenders, staff, outside agencies, members of the public and to other institutions. Requests for services are complicated by this position's need to work autonomously and as part of a team in responding to competing demands from parties whose agendas are typically not coordinated.

Adherence to policies and procedures is a key factor towards ensuring the Centre does not become liable for financial claims. The incumbent assists with conducting investigations related to lost or missing property for Senior Management. Investigations usually involve interaction with other stakeholders to arrive at conclusions.

Accuracy and attention to detail is required to maintain tracking and recording of offender property as well as operational inventory and supplies. Accurate measures ensure that Centre resources are not wasted or misused. As this position provides back up to the Cleaning Supervisor the incumbent must be well versed in the duties of that position as well.

KNOWLEDGE, SKILLS & ABILITIES: Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

Knowledge:

- Knowledge of shipping and receiving procedures.
- Knowledge and application of CYOC Standard Operating Procedures, Young Offender Branch Policy and Procedures and Freedom of Information and Protection of Privacy Act to ensure confidentiality is maintained when dealing with members of the public.
- Knowledge of Centre Security Procedures.
- Knowledge of Alberta Government Occupational Health and Safety standards and procedures.
- Knowledge and application of WHMIS (safe storage and use of chemical agents).
- Knowledge and application regarding the handling/storage and where required disposal of contaminated and/or biohazardous offender property.
- Knowledge and use of Offender Records and Correctional Administration (ORCA) computer software for use in recording the receipt and disposal of offender belongings during inmate admission, discharge and transfer processes.
- Knowledge of government, departmental, divisional and branch goals as well as objectives.
- Knowledge of computer applications such as Word, Excel, Outlook, and Google Chrome.

Skills:

- Excellent communication skills, both oral and written.
- Strong organizational, analytical, and task oriented skills.
- Communication and documentation skills to capture and record details of requests and enquiries while maintaining a professional demeanor during interactions that can at times be stressful.
- Strong documentation skills.

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- Strong/accurate keyboarding skills.

Abilities:

- Ability to exercise sound judgement and to prioritize job responsibilities in a fast pace environment.
- Able to maintain accuracy and procedural compliance in a busy environment.
- Ability to multi-task.
- Ability to deal effectively with delivery drivers who at times can be pushy and aggressive.

This position requires a minimum of grade 12 education.

CONTACTS: The main contacts of this position and the purpose of those contacts.

Clients	Frequency	Nature and Purpose of Contact
INTERNAL		
Director	Occasionally	Liaise, inform, consult, receive direction
Deputy Director of Operations	Occasionally	Liaise, inform, consult, receive direction
Deputy Director of Programs	Occasionally	Liaise, inform, consult, receive direction
Business Manager	Daily	Liaise, inform, consult, receive direction
Centre Staff	Daily	Liaise, inform, consult
EXTERNAL		
Food Services Manager	Occasionally	Liaise, inform, consult
Infrastructure Maintenance Worker	Occasionally	Liaise, inform, consult
School Staff	Occasionally	Liaise, inform, consult
Delivery Drivers	Daily	Liaise, provide direction
Offenders	Daily	Liaise, provide direction
General Public	Occasionally	Liaise, inform, provide direction
Outside Agencies	Occasionally	Liaise, inform, provide direction

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised.

This position has no supervisory responsibilities.

CHANGES SINCE LAST CLASSIFICATION REVIEW: This section is not required to be completed if the job description is being written for the conversion to PREP. It should be completed for any subsequent classification requests under PREP.

- Implementation of ORCA. Previously offender property was documented on forms. With ORCA documentation is entered on the data base.
- Significant change in the volume of property and materials that are handled in the facility.
- Significant increase of restricted mail that is received from the outside must be maintained daily. This includes cataloguing of this mail as well adding it to inmate valuable property.
- Ensures that stock on hand is useable and condemned items are disposed of according to policy.
- Is responsible for conducting all inventories in the Centre.
- Ensures that the Stock Inventory System is maintained and updated for the movement of stock in and out of the stores area.
- Assists with the surplus of government property for Surplus Sales ensuring that items are itemized, recorded and the applicable labels are placed on the surplus items.
- Surplus or condemn officer clothing ensuring that the crests are removed from all shirts and jackets.
- Handling of dangerous and hazardous materials in compliance with appropriate safety protocols at all times.
- Enter into ORCA all offender property and valuables to ensure all personal belongings are accounted for.
- Liaise with the laundry machine repair vendor as required.
- Picks up various office equipment and furniture in order for the items to go to surplus.
- Provides cover-off for the Cleaning Supervisor in their absence as required.

CHANGES SINCE LAST CLASSIFICATION REVIEW: This section is not required to be completed if the job description is being written for the conversion to PREP. It should be completed for any subsequent classification requests under PREP.

- Delivers and picks up furniture to the applicable areas for special events when required.
- Ensures that the Annex Units are adequately stocked with cleaner/disinfectant which involves filling jugs from the dispensing unit.
- On occasion put together items that have been purchased that come unassembled.

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached.

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Compensation Manager, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned.

Incumbent

Name

Signature

Date (yyyy/mm/dd)

Manager

Name

Signature

Date (yyyy/mm/dd)

Division Director/ADM

Name

Signature

Date (yyyy/mm/dd)