



STORES WORKER

COMPETITION: #2667-50010214

SECTION: Purchasing & Inventory Unit, Financial Services Section
LOCATION: 3585 Graveley Street, Vancouver
STATUS: Temporary full-time
HOURS OF WORK: Four-day compressed workweek, 7:00 a.m. to 4:00 p.m.
SALARY: Pay Grade 16 - \$30.41 to \$35.72 per hour
COMPETITION END DATE: Thursday, May 7, 2026

Responsible for tasks related to the handling of inventory and customer service within the Purchasing & Inventory Unit. An employee of this class exercises independence of judgement and action within established guidelines, referring more complex or policy matters to a supervisor who reviews work performance in terms of completeness, accuracy, and effectiveness of services rendered.

ESSENTIAL DUTIES

- Receives, checks, records, stores, and issues a variety of general supplies, materials, uniforms, and equipment
- Sorts, moves, counts, packs, and labels inventory items
- Maintains storekeeping records including inventory records and purchase orders; verifies data accuracy and performs related recordkeeping
- Maintains inventory levels and orders routine or replacement stock in accordance with established procedures
- Assists in inventory counts and reconciles physical stock with system records
- Provides information and assistance to various sections regarding supplies, equipment, procedures, and regulations
- Measures and fits members for uniforms and equipment, and assists with related issues
- Performs routine adjustments and minor repairs to issued equipment
- Accepts and records payments for selected uniform and equipment issue points
- Assists in maintaining storage areas in a clean, orderly, secure, and safe condition
- Assists in identifying and disposing of surplus or obsolete items
- Handles ammunition, firearms, and related materials in a safe and secure manner in accordance with established procedures
- Performs related duties as required

KNOWLEDGE, SKILLS, AND ABILITIES

Required:

- Working knowledge of modern storekeeping methods and procedures, including receiving, recording, storing, and issuing supplies
- Working knowledge of the types and uses of supplies and equipment used by the Department
- Some knowledge of ordering methods and procedures
- Ability to receive and issue supplies and maintain accurate clerical records manually or using computer systems
- Ability to use software systems related to inventory and storekeeping functions
- Ability to maintain effective working relationships with internal staff and external contacts
- Sufficient physical strength and agility to handle and move heavy items

Preferred:

- Proficiency with standard office software (e.g., word processing, spreadsheets, email)
- Experience with inventory or enterprise resource planning systems (e.g., SAP)
- Strong attention to detail and numerical ability
- Strong communication and customer service skills
- Ability to manage multiple tasks and competing priorities



EXPERIENCE

Required:

- Some related experience in stores, inventory, or warehouse operations; or an equivalent combination of training and experience

Preferred:

- Experience in a purchasing, inventory, or supply chain environment
- Experience handling specialized or controlled equipment (e.g., police supplies)

EDUCATION

Required:

- Grade 12

Preferred:

- Supplementary safety training or coursework related to stores or inventory operations

OTHER REQUIREMENTS

- Valid BC driver's licence
- Canadian Possession and Acquisition Licence (firearms)
- All employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years.

SELECTION PROCESS

Short-listed candidates will be required to take a written test and need to achieve a minimum of 70% to move forward to the interview stage.

We thank all applicants for their interest, however, only those short-listed will be contacted.

This position falls under the jurisdiction of Teamsters Local 31.

Applicants should submit a cover letter and resume via email to vpd.civilian.jobs@vpd.ca by 4:30 p.m. on the closing date. **The competition number must be indicated in the subject line of the email.**