Department: Civil Aviation
Post: Warehouseman
Salary: Restyled as Stores Attendant
Effective Date: 22nd August, 1985

Qualifications: By selection, on the basis of experience and merit, of employees of the Department who
(a) are able to read and write elementary English and French;
(b) are of sound physique; and
(c) are honest, sober and obedient.

Duties:
1. To be responsible to the officer-in-charge of the Stores for:-
   (a) cleaning the store premises;
   (b) collecting, loading and unloading store items;
   (c) opening packages, crates, cases etc.;
   (d) handling all store items as required;
   (e) removing all packing materials;
   (f) packing store items as required;
   (g) washing, cleaning and stowing empty containers;
   (h) collecting and despatching stores correspondence as required;
   (i) placing and arranging items of stores on shelves and maintaining them clean and in order;
   (j) assisting the officer-in-charge of stores for stock-taking and making issues.

2. To perform such cognate duties as may be assigned.

CERTIFIED CORRECT

for Establishment Secretary

Date: 26 Aug 1985