

CAREER PROFILES

Storekeepers and Partspersons:

Storekeepers and Partspersons sort, store and issue parts and supplies for use by the establishment in which they work and for sale to the public.

Wage/Salary Information:

\$43,733.00 is the median annual salary found locally.

\$21.03/hour is the median wage reported locally.

Commonly Listed Skills in Job Postings:

- Forklifts
- Detail oriented
- Oral and written communication
- Team player
- Microsoft Office
- Inventory control
- Dependability
- Integrity
- Organizational skills
- Work independently
- Material Handling
- Freight+
- Pallet jacks
- Self-motivated
- Basic computer skills
- Lift trucks

Job Duties:

Storekeepers and Partspersons receive and sort incoming parts and supplies and store items in an orderly and accessible manner in a warehouse, tool room, supply room or other area. Storekeepers and Partspersons process incoming requisitions and issue or distribute parts and supplies for internal usage and maintain records of orders and the amount, kind and location of parts and supplies on hand using manual or computerized inventory system. They prepare requisition orders to replenish parts and supplies. Storekeepers and Partspersons also sell spare and replacement parts for motor vehicles, machinery and equipment in a retail setting and advise retail customers or internal users on appropriateness of parts, supplies or materials requested.

Partspersons may also specialize in a particular line of parts such as automotive parts, recreational vehicle parts, marine parts, heavy equipment parts, agricultural machinery parts, heating, ventilating and air conditioning parts or refrigeration parts.

Working Conditions:

Storekeepers and Partspersons typically work 35 to 40 hours per week. Evening and weekend work may be required by those employed in retail outlets.

Those in this occupation generally work indoors at parts counters or in warehouses. These work environments can be dusty.

Workers may be required to stand for extended periods of time, operate large equipment (such as forklifts) or handle hazardous materials. Some clerks may be required to perform deliveries of parts to their customers.

Career Pathways:

The Red Seal endorsement allows for interprovincial mobility. Progression to supervisory positions is possible with additional training or experience.

Storekeepers and Partspersons are employed by manufacturing companies, warehouses, retail and wholesale establishments, mining, forestry and construction companies, repair shops, hospitals and other establishments. Below are potential career pathways for Storekeepers and Partspersons:

- Ammunition Storekeeper
- Automotive Partsperson – Retail
- Material Keeper
- Medical Supply Clerk
- Motor Vehicle Parts Clerk
- Parts Clerk
- Parts Supplier
- Partsperson
- Ship Storeman/Woman
- Storekeeper
- Tool Room Attendant

Check out more possible career pathways on [WEexplore](#).

Education and Training Pathways:

If you're interested in becoming a storekeeper and/or partsperson, you can acquire training/education locally at any of the following institutions.

If you're interested in becoming a baker, you can begin your apprenticeship or attend a local training/education program.

Apprenticeship Details:

Parts Technician

- Certification: Voluntary (not required to practice this profession in Ontario)
- Red Seal: Yes
- On-the-job training: 5,460 hours
- In-class training: 540 hours

Individuals interested in pursuing an apprenticeship pathway, should follow these steps:

- 1) Get hired – by an employer/sponsor/union
- 2) Apply online to register as an apprentice at www.ontario.ca/page/start-apprenticeship
- 3) Sign a training agreement with your employer/sponsor and the Employment Ontario apprenticeship office.
- 4) Become a Member of the Ontario College of Trades Apprentices Class at www.collegeoftrades.ca/membership
- 5) Keep a record of the hours you work
- 6) Achieve the competencies listed in your training standard if required in your trade
- 7) Complete all of the training requirements in your trade and you will receive a Certificate of Apprenticeship (CoA).
- 8) Write the Exam for the Certificate of Qualification if required in your trade

If you are currently in high school and would like to begin an apprenticeship, visit oyap.com for more information about the Ontario Youth Apprenticeship Program.

Individuals unsure about whether to pursue an apprenticeship or not, can learn more by visiting www.ontario.ca/page/prepare-apprenticeship.

Disclaimer: *The educational institution reserves the right to change information without notice, and may result in discrepancies between their information and the information presented above. If any errors are found, please report them to info@workforcewindsorsex.com.*