

STOCK CLERK

DEFINITION

Performs manual and clerical duties in connection with the ordering, receiving, storing, and distributing of food, supplies, and equipment in a large warehouse; or has immediate responsibility for one or more supply operations at smaller locations.

TYPICAL DUTIES

Performs manual and clerical duties related to one or more of the following operations:

- Keeping records of food, supplies, and equipment
- Receiving and inspecting items, checking quantities and descriptions against orders, and recording discrepancies
- Unpacking and storing supplies and stock in an orderly and efficient manner
- Filling orders against requisitions or invoices and making entries in appropriate records
- Checking and packing orders for shipment
- Returning supplies and equipment delivered in error or no longer needed
- Requisitioning supplies and equipment
- Taking inventories and maintaining a continuing inventory of items

Maintains storage facilities and equipment in a clean and orderly manner.

Maintains equipment and supplies in compliance with safety and insurance regulations.

May operate equipment such as electric pallet transporters, hand trucks, forklifts, and power or manual pallet jacks to fill orders, load and unload trucks and trailers, and store stock.

May make minor repairs and adjustments to equipment.

May operate a variety of machines, such as copiers, calculators, office computers, or computers terminals.

May assist with orienting new employees.

May answer telephones, take messages, and convey approved information.

May contact vendors to obtain availability of items and cost.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Stock Clerk performs manual and some clerical duties with regard to one or more supply operations and may exercise work direction over Stock Workers and clerical personnel.

A Principal Stock Clerk performs manual and clerical duties in connection with one or more supply operations, and exercises supervision over Forklift Operators, Stock Clerks, and Stock Workers.

A Stock Worker performs general entry-level duties of placing stock in storage, readying orders for shipment, and loading trucks. A Stock Worker (Restricted) is assigned in accordance with the provisions of Education Code Section 45259.

SUPERVISION

General supervision is received from higher-level stores personnel. Work direction may be exercised over Stock Workers, Forklift Operators, and clerical employees.

CLASS QUALIFICATIONS

Knowledge of:

- Supply-handling methods and equipment
- Methods of handling, storing, wrapping, and packing a variety of items, including fragile and perishable materials
- Clerical procedures required in supply operations
- Materials used in a large school system
- Safe lifting procedures
- Computer applications such as word processing, database, and email

Ability to:

- Exercise proper judgment in loading elevators and in loading and operating lift-trucks and other material-handling equipment
- Keep accurate records
- Make accurate arithmetic computations
- Provide effective work direction and maintain good working relationships with District personnel and vendors
- Follow oral and written instructions
- Operate a computer and associated peripheral equipment

Special Physical Requirements:

- Ability to safely pull, push, lift and move items weighing up to 100 pounds
- Stand and walk on concrete floors for extended periods
- Manual dexterity to operate material-handling equipment
- Ability to frequently bend, kneel, twist, and climb stairs

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

One year of experience in receiving, inspecting, storing, or issuing supplies and equipment.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle may be required for some positions.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.