Head Store Clerk

Job Code 00007086

General Description
Responsible for supplying material to staff.

Example of Duties
Supervise store clerks and student employees.
Coordinate material pick up.
Package and ship material from warehouse.
Assist in conducting inventory.
Maintain a list of tools issued to mechanics.
Issue parts.
Maintain and update log books.
Pull and issue custodial supplies.
Answer telephone.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Safe forklift operation; electrical pallet jack operation; basic math.

Skill in: Interacting courteously with others.

Ability to: Read and understand directions and descriptions; write orders; count money; communicate effectively; identify material that needs repair.

Education and Experience
To qualify for this classification, an individual most possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements