Stores Clerk I

Job Code 00007132

General Description
Responsible for receiving, storing and issuing supplies, parts, equipment, and other materials.

Examples of Duties
Receive all incoming materials.
Enter receiving data into inventory on maintenance system.
Maintain records on all chemicals by numbering the containers.
Assists in inventory of warehouse merchandise.
Operate fork lift.
Pick up parts and materials from local and out of town vendors.
Make daily deliveries on campus for physical plan operations.
Perform data research to assist procurement specialists in purchasing out of stock items.
Perform data research on discrepancies for central receiving as well as accounting.
Maintain files on all pending purchase orders, and maintain a ledger of all materials received.
Issue materials on all purchase orders.
Assist with custodial emergencies as needed, issuing supplies.
Print labels as needed for warehouse supply including description changes and new stock items, and new locations.
Restock shelves and rotate stock items.
Maintain a clean and safe work environment.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Laws, guidelines, and policies related to safe driving practices.
Skill in: Working as a team member; interacting courteously and establishing rapport with clients.
Ability to: Review simple logs or ledgers, read computer screens, and understand job instructions; prepare purchase orders for overlays; maintain a ledger for all freight, and to take telephone messages and process materials issues; perform basic math.

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

Other Requirements

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