

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: STOCKROOM CLERK - STORES/RECEIVING (Range 25)

BASIC FUNCTION:

Under direction of an assigned supervisor, supervise and assign the work of stockroom employees; assist in the receipt, inspection, issuance and delivery of supplies at the warehouse, with emphasis on stockroom supplies in the District catalog or on purchase orders received for Central Receiving.

REPRESENTATIVE DUTIES:

Assist in the receiving, storage, issuing, and inventory of materials, supplies, and equipment. *E*

Fill orders received from schools. *E*

Perform routine inspection of supplies received for shortage, breakage, damaged merchandise, substitutions, and other problems; notify the stockroom supervisor and other personnel of problems. *E*

Receive materials and supplies for cafeteria and maintenance departments. *E*

Operate forklift in loading and unloading supplies and equipment, and to perform maintenance activities; operate other motor vehicles as required. *E*

Assist in maintaining the warehouse in a clean and orderly condition.

Assist in inventories.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Storekeeping procedures, including methods of proper and orderly receipt, handling, storage, and delivery of supplies and equipment.

Stock inventory procedures.

Definitions and use of Requisitions, purchase orders, invoices, and delivery receipts.

ABILITY TO:

Receive, check, and store incoming supplies and equipment.

Fill orders accurately from requisitions.

Maintain stock inventory records.

Follow oral and written directions.

Maintain stores and storage facilities in a clean and orderly fashion.

Establish and maintain effective relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to completion of the twelfth grade and six month's experience in materials handling and truck driving experience.

LICENSES AND OTHER REQUIREMENTS:

Possess and maintain the appropriate California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Warehouse environment.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Heavy physical labor.

Lifting, carrying, pushing, pulling and moving various objects.

Seeing to fill and inspect orders.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate warehouse equipment and vehicles.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist.