

RECEIVING CLERK/STOREKEEPER

DEFINITION

Under supervision of assigned supervisor/manager, provides for the acceptance, evaluation of received condition, storage, delivery and inventory of equipment and materials for college operations. Performs skilled tasks related to fixed assets and supply inventories, purchasing follow-ups and related work as required.

TYPICAL DUTIES

Receive, mark, store, and issue supplies and equipment using appropriate software application; inspect incoming stock for conformity with purchase order specifications, report shortages, damage and other discrepancies; has responsibility for college's role in district computerized fixed asset management system including periodic reconciliation of asset inventory according to records; order general supplies for campus wide distribution; prepare/package materials and equipment to be returned to vendors or to be shipped elsewhere; in cooperation with other college offices, provide inventory control and distribution of publications and forms; load and unload from vehicles equipment and supplies; take inventory and prepare reports; maintain a store's chargeback system for grants and categorical programs. Complete appropriate accounting and purchasing forms; maintain order and cleanliness in warehouse office and storage areas; coordinate the delivery of supplies and mail with appropriate delivery persons; maintain files of purchase orders, receivers and related documents; assist with merchandise follow-up activities; responsible for pick up and destruction of obsolete college records; operate forklift and delivery vehicles; perform minor maintenance on warehouse equipment and scheduled routine and major maintenance; train and oversee temporary classified staff. Perform related duties as required.

QUALIFICATIONS

EXPERIENCE

Promotional

General

One year of experience in Los Rios Community College District as a Stock Clerk.

Two years of experience related to the duties of the position.

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

SPECIAL REQUIREMENTS

Employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343, including possessing and maintaining a valid California Driver's License. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties.

Within six months of hire, obtain and maintain a forklift operator certificate.

Any offer of employment will be contingent upon the successful completion of a medical evaluation.

KNOWLEDGE OF

Methods and practices of receipt, storage, issuance, and transport of supplies and equipment; stock inventory procedures; safety procedures and safe work practices relating to receiving/stock room operations; methods of loss control and prevention; applicable policies, regulations, procedures and processes; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for correspondence and report writing at the level required to effectively perform the duties of the position; principles and practices of effective communication; how to train others to perform specific tasks; arithmetic at the level required to effectively perform the duties of the position; administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; modern office practices, procedures and equipment; safety procedures and safe work practices related to the duties of the position.

ABILITY TO

Perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and apply applicable federal, state and local laws and regulations, District policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and timelines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use technology to effectively perform responsibilities; adapt to changing technologies; work successfully with diverse populations; effectively and safely use and maintain equipment and tools required in the performance of the job duties, including assigned vehicles.

Physical and Environmental Factors:

Perform physically demanding labor that may include standing and maneuvering for long periods of time; work in an outside environment subject to inclement weather conditions, possible and/or frequent exposure to sun, humidity, and high or low temperatures; exposure to dust and allergens; work around loud machinery, noise and/or pronounced vibration; regularly work with or exposed to hazardous materials such as oils, grease, solvents, glues, adhesives, cleaning and de-greasing solutions and other chemicals; reach, grasp, pull, push, and carry items across various types of surfaces; frequent maneuvering, stooping, crouching, bending at waist and knees; maneuver, twist, crawl and work in confined and cramped spaces (such as attics, crawl spaces, etc.); twist body up to 45 degree angle; frequent stretching, reaching and kneeling while operating tools and equipment; using proper bending and lifting techniques, lift and/or carry heavy objects up to 50 pounds, with or without assistance, from floor level to above shoulder level; climb and descend 8 to 16 foot ladders and/or stairs with heavy objects with or without assistance; wear personal protective and safety equipment when appropriate and/or required; work on multiple surfaces more than 12 feet above ground level; work on wet, slippery or icy surfaces; operate and manipulate hand, electric and others types of tools and equipment related to the duties of the position; exposure to sharp blades from tools and equipment.

TYPICAL EQUIPMENT USE (May include, but not limited to)

Current office technologies including computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.