

## **STOCK CLERK I**

### **JOB SUMMARY**

Under general supervision, receives, checks, records, unpacks, shelves, stores, and arranges a wide variety of supplies and equipment; picks supplies and loads pallets for delivery; and performs related work as required.

### **ESSENTIAL DUTIES**

- Counts and inspects items.
- Reads labels and descriptions.
- Compares numbers.
- Boxes, wraps, ties, and ships items.
- Moves items and goods within the warehouse.
- Helps load and unload trucks.
- Assists in keeping records.
- Prepares reports.
- Assists with inventories.
- Assists in maintaining cleanliness and orderliness of district warehouse area in a safe and secure condition.
- Operates forklift, stock picker, and pallet jack.
- Operates delivery vehicles. (*Essential duty for mail room position.*)

### **MARGINAL DUTIES**

- Assists in general warehousing duties in the textbook, laundry, mailroom, and/or receiving areas.
- Operates delivery vehicles and provides relief on delivery routes.

### **EMPLOYMENT STANDARDS**

**Education and Experience:** Graduation from high school or equivalent, and one year of warehousing or stores work involving the receiving and storing and/or issuing of supplies.

### **KNOWLEDGE AND ABILITIES**

#### **Knowledge of:**

- Proper methods of receiving, storing, issuing, packing, and shipping a variety of supplies, materials, and equipment.
- Equipment and supplies used in a school system.
- Traffic laws and safe driving practices.

#### **Ability to:**

- Issue stock in accordance with approved requisitions.
- Keep accurate and current records.
- Wrap and pack articles for shipping and storage.
- Operate a forklift, stock picker, pallet jack, and delivery vehicle in a safe manner.
- Lift and move heavy objects by hand, hand truck, or other material handling equipment.
- Understand and carry out written and oral instructions.
- Complete work in a timely manner.
- Work cooperatively with others.

**LICENSE:** Must possess and maintain a valid Class C California Driver License and remain insurable at the standard insurance market rate.

**WORKING CONDITIONS:** Typical warehouse environment, including standing for extended periods of time, and the moving and lifting of items weighing up to 55 pounds. Ability to safely move items of various shapes and weight. Works with items stored at floor level or above head level; adheres to instructions of caution; identifies stock, reads invoices, operates equipment and motor vehicles. Some driving to various district sites.