

INVENTORY AND RECEIVING CLERK

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Skilled Craft Trades	PEU Local 1	51	08/31/06	Classified	1 of 2

DEFINITION: To receive, stock, store, maintain and distribute District property, supplies, equipment and other miscellaneous resources; maintain storage areas and inventory in an orderly manner; maintain appropriate inventory and stock records; and to assist in the ordering of new materials and the return of unnecessary materials.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Building and Grounds Manager, College Bookstore Manager, or other supervisor as assigned. May provide technical or functional supervision to student assistants as assigned.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Receive, count and inspect incoming shipments of supplies and equipment for conformity to purchase order specifications, noting and reporting shortages, damage or other discrepancies, and inputting the appropriate information into the computer.
- Issue and distribute supplies, equipment and merchandise to authorized personnel and areas.
- Package, label and prepare paperwork for outgoing shipments of supplies, merchandise, equipment and other goods for shipment by a wide variety of freight and delivery services.
- Maintain inventory control and other appropriate records on merchandise, equipment and/or supplies.
- Maintain cleanliness and orderliness in the assigned receiving, shipping or material storage or display areas as assigned.
- Process and file purchase orders and maintain routine records and logs.
- Operate a variety of equipment which may include forklifts, calculators and computers.
- May maintain preventive maintenance and equipment maintenance records; research and purchase repair parts for equipment.
- Rearrange office furniture or equipment; clean, store, organize and dispose of equipment, records, stocks, and supplies according to District policies and procedures.
- Assign prices to merchandise, stocks, equipment and supplies according to District policies.
- May stock and display items when assigned to District bookstore duties.
- Provide backup assistance when needed in assisting customers or District employees in locating items.
- Deliver outgoing items to post office, other campuses, and other appropriate destinations.
- Supervise and train student assistants.

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MINIMUM QUALIFICATIONS

Knowledge of: Method of stocking and distributing miscellaneous materials and equipment. Basic inventory procedures. Requisitions, purchase orders, invoices and delivery slips, and the use and meaning of each. Basic mathematics used in inventory and stock keeping, involving addition, subtraction and multiplications. Record keeping methods and procedures.

Skill to: Perform general inventory and storekeeping duties. Perform moderately heavy manual labor, including lifting and moving heavy objects. Make arithmetical computations with speed and accuracy. Use a computer to retrieve information and to update inventory files. Operate a variety of equipment applicable to the job requirements. Train and supervise student assistants. Understand and carry out both oral and written instructions. Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

One year of responsible experience in receiving, storing or shipping stock.

License/Certification:

Possession, or ability to obtain, an appropriate, valid California driver's license.

Actions: Initial adoption by the Governing Board on 8/30/06 (Reinstatement of previously existing classification.)