Title: Stores Clerk

Pay Scale Group: 85

Essential Function

Under close supervision from storekeeper, receive, store and distribute supplies and equipment.

Characteristic Duties

1. Assist in ordering goods and equipment; receive shipments, unload stock and check for correct quality and condition; store, issue and deliver supplies and equipment; assist in maintenance of perpetual inventory control; maintain all related records. Prepare paperwork for billing.

2. Assist others with equipment needs.

3. Maintain clean and orderly storeroom.

4. Answer telephone; pump gasoline and check oil for vehicles.

5. Other duties as required.

Unusual Working Conditions

- Exposed to low temperatures while working with cold storage items.

Minimum Qualifications

- Ability to add, subtract, multiply and divide whole numbers and to read and write simple sentences.