



781 E. INDUSTRIAL BLVD  
PUEBLO WEST, COLORADO 81007

719.547.2160

## Storeroom Clerk I

Department: Purchasing  
Report to: Purchasing Manager  
Wage Category: Non-Exempt  
Date Reviewed: October 2009

## Job Statement

To efficiently receive, store, and distribute materials from inventory and assist with inventory control.

## Essential Functions

1. Distributes materials as defined on work orders, job orders, maintenance, sales, transfers, and truck restocking to the area crew members and others
2. Completes necessary documentation and data entry to properly account for material transactions.
3. Receives, records, unloads and stores material
4. Performs periodic and annual material inventory
5. Responsible for controlling and managing inventory
6. Maintain compliance with applicable environmental regulations
7. Provide custodial services and ground work for cooperative facilities to provide a safe and orderly workplace
8. Prepares and ships packages
9. Load and deliver various merchandise
10. Communicate with various departments on any material issues
11. In addition to these responsibilities, other storeroom duties may be assigned from time to time

## Minimum Job Specifications

### Education

Minimum high school diploma.

### Experience

Previous material management, warehousing, and/or utility experience would be desired, but not required

### Job Knowledge

1. Ability to operate a personal computer and general office equipment
2. Basic math skills

### Physical Demands

1. Mechanical skills desired
2. Must be able to weigh and measure materials
3. Required to work in all weather conditions
4. Heaving lifting and use of safety equipment is required

**Certifications/Licenses**

1. Valid Colorado state driver's license with CDL endorsement required within three months of hiring.
2. Ability to operate forklift, obtain and maintain forklift operator certification

**Other Necessary Qualities**

1. Ability to express ideas clearly in both written and oral communication
2. Teamwork skills
3. Motivation and initiative
4. Analytical problem solving
5. Ability to manage complexity
6. Honesty and integrity
7. Interpersonal skills
8. Strong work ethic
9. Flexibility and adaptability
10. Self confidence
11. Punctual work attendance
12. May be required to travel

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.