



## **Storeroom Clerk I**

Department: Finance  
Reports to: Purchasing Manager  
FLSA Classification: Non-Exempt  
Salary: \$26.67/hour  
Date: January 1, 2022

### **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. Maintains compliance with applicable environmental regulations.
7. Provides custodial services and groundwork for cooperative facilities to provide a safe and orderly workplace.
8. Prepares and ships packages.
9. Loads and delivers various merchandise.
10. Communicates with various departments on any material issues.

### **Minimum Job Specifications**

#### **Education/Experience**

High school diploma or equivalent is required  
Material management, warehousing, and/or utility experience desired

#### **Job Knowledge**

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

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

### **Certificates/Licenses**

Must be able to obtain and maintain valid CDL Class B license

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

### **Equal Employment Opportunity Statement**

The Association is dedicated to the principles of equal employment opportunity. The Association prohibits unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable federal, state, and local law.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.