

## EAST BAY REGIONAL PARK DISTRICT

### **STOCK CLERK/DRIVER**

#### **GENERAL FUNCTION**

Under supervision, to perform work of average difficulty in the receiving, storing, issuing, shipping and delivering of supplies.

#### **PRINCIPAL DUTIES & RESPONSIBILITIES**

Checks goods received against purchase invoices using the District's financial system (IFAS), dray tickets, bills of lading, purchase orders, or requisitions. Fills requisitions and delivers supplies; wraps and packages goods for shipment; prepares bills of lading showing proper shipping instructions. Takes physical inventories and keep perpetual inventory records of the quantities of stock on hand; keeps shelves and goods clean and sees that stock is in its proper place and neatly arranged; notifies supervisor when stock becomes low. Replenishes the stock on the shelves as needed; separates and stores goods; keeps records of goods received and shipped; keeps warehouse in a clean and safe condition. Operates a computer and other standard office machines; applies District regulations, policies and contracts at Central Stores; communicates with District employees, interacts with outside vendors.

#### **MINIMUM QUALIFICATIONS**

Education: Equivalent to completion of the twelfth grade, and

Experience: One year of full-time experience as a stock or shipping clerk.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Wide knowledge of methods and practices used in receiving, storing, packing, and shipping supplies. Working knowledge of usual forms, methods and practices of the shipping department of a governmental or commercial organization; methods of taking inventories and maintaining inventory records. Ability to make rapid and accurate computation in connection with stockroom work and follow oral and written directions. Ability to work independently and exercise sound judgment. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with focus on quality service to internal and external customers.

#### **SPECIAL CONDITIONS OF EMPLOYMENT**

Willingness to do heavy manual work. A currently effective and valid driver's license is a condition of initial and continued employment in this classification. As a condition of employment, a Stock Clerk/Driver must be willing to perform heavy manual work.