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# Example of Utility Clerk Job Description

Our innovative and growing company is hiring for an utility clerk. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for utility clerk

* Provides Production Manager with inventories, and communicates shortages and "out of stocks" to all affected areas and supervisors
* Follows safe working procedures and tries to keep others from unsafe conditions or from being injured
* Ability to operate cardboard baler machine to make and dispose of cardboard bales
* Maintaining a safe and clean floor throughtout store and warehouse
* Cleaning and stocking store restrooms and breakroom
* Assists Receiving Lead with warehouse maintenance and organization
* Assists with temperature checks in cold cases
* General custodial and store maintenance tasks such as sweeping and mopping floors, assisting in the prompt clean up of spills, and other general housekeeping duties that include the use of specialized equipment
* Responsible for inventory of the GN warehouse, transporting goods to and from the warehouse, receiving and stocking supplies, and making deliveries
* Creating and maintaining an inventory of warehouse assets

## Qualifications for utility clerk

* Possess good organizational/record keeping skills
* Oriented with the following skills
* Experience within a Warehouse, Distrubtion environment, preferred
* Typewriter and computer skills
* Understand and use safe working practices
* Capable of learning or have experience to safely operate metal cutting saws, make necessary adjustments, and operate other related equipment