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# Example of Utility Clerk Job Description

Our growing company is hiring for an utility clerk. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for utility clerk

* Communicates with supervisor and staff any stocking trends or supply issues associated with inventory
* Maintains labels on shelving units as needed
* Responsible for cleaning storeroom, par areas and trash removal as needed
* Cross trained for relief as receiver, courier, mailroom and print shop
* Uses time effectively to achieve established priorities
* Accepts changes in assignments in the spirit of good teamwork
* Demonstrates creative thinking and problem solving skills
* Demonstrates safe practices in the performance of assigned duties
* Operates hospital vehicles in a safe and courteous manner
* Skill in the use of MS Word, MS Excel, and MS Outlook at a basic level

## Qualifications for utility clerk

* Background in logistics
* DOT / HazMat certified
* Examines shipments from purchase order to bill of lading
* May clear production floor of finished product bringing to shipping area to be stored and/or shipped
* Maintain clean, safe work area free of debris
* Responsible for ensuring raw materials are staged for production