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# Example of Utility Clerk Job Description

Our growing company is looking 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

* Skill in problem solving/analysis
* Will be on delivering Freight, processing packages, loading/offloading vehicles by hand and GMP assignments
* Ability to type, use computer or hand held tracking devices is preferable to expedite training of TM
* Provide efficient customer service by handling customer requests, maintaining operations communications, processing work requests, and maintaining records
* Consistently meet and exceed customer expectations in each customer contact
* Understand and perform work in accordance with internal and external code, laws and guidelines
* Report to the Operations Supervisor
* Will assist in delivering freight on Modesto campus by way of walking or driving a
* Washes and inspects all dishware and glassware
* Stores clean utensils, dishes and glassware in proper places

## Qualifications for utility clerk

* Frequent exposure to manufacturing environment with unpleasant or hazardous conditions including but not limited to exposure to dust, dirt, high noise levels (hearing protection provided), chemicals, hot and cold environments, 50% to 100% of work time, (all materials an employee may come in contact with are detailed with readily available MSDS sheets)
* Incumbent constantly required to hear, speak, be articulate, grasp, reach and use of manual dexterity
* Must be able to see close up, distance, color, peripheral, depth, and adjust focus
* Be able to lift, carry up to 55lbs., pull up to 75lbs., and pushup to 100lbs
* Two (2) years previous experience working in a warehouse in a manufacturing environment
* Previous forklift, clamp truck and hand truck experience/certification