



# Example of Stock Clerk Job Description

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Our growing company is looking to fill the role of stock clerk. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for stock clerk

- Receiving merchandise
- Stocking shelves, and helping place orders
- Prior experience working in warehouses, stockrooms, and other storage facilities a PLUS
- Check in all deliveries on a daily basis
- Ensure all products are properly checked in, rotated, and organized on a daily basis
- Maintain a detailed working knowledge of dry goods, paper products, chemical supplies, and food and beverage items
- Deliver goods to appropriate departments within the property
- Maintain records and stock levels of goods
- Organize and maintain cleanliness standards of storerooms, coolers, and freezers
- Unload freight from trucks

## Qualifications for stock clerk

- Previous quality control a plus
- Basic computer skills/knowledge is a plus
- Ability to stand on feet for 8 hrs +
- Ability to submit to background/drug screen
- Experience - 1 to 3 years of warehouse

