



Example of Storeroom Clerk Job Description

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Our growing company is looking to fill the role of storeroom clerk. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for storeroom clerk

- Operating material handling equipment such as power trucks, "work savers"
- Performing such duties as straightening stock in bins and floor locations, transporting stock to changed locations, cleaning floors and bins
- Be proficient in all storeroom procedures to include receiving, inventory, inventory locations, Inventory control
- Stickers
- Distribute and receive incoming food and beverage products
- Audit package storeroom daily to identify packages that guests should have picked up
- Assists in the inspection of the refrigeration units and brings to attention any deviation from the set temperatures any deterioration of the quality of the perishables (record temperature on a daily log)
- Unload and distribute all receivables and goods from the loading dock into the storeroom
- Receive all deliveries at the designated receiving area, and maintain compliance in ensuring all deliveries are received solely at the designated receiving area
- Maintain up-to-date records of all approved purchase orders

Qualifications for storeroom clerk

- Steel toe boots when applicable, slip resistant indoor shoes when applicable
- Evenings, holidays and weekends -required
- Previous supervisory experience - strongly preferred - 3-6 months

- Ability to accurately use the materials/inventory and billing computerized systems
- Routine work requiring problem-solving capability and paying close attention to detail