



Example of Storeroom Clerk Job Description

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Our company is hiring for a storeroom clerk. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for storeroom clerk

- Complete a daily receiving report for F&B items and general items
- Maintain cleanliness and orderly condition of receiving area at all times
- Perform all additional duties, as assigned
- Responsible for proper storing and issuing of all products in the food, beverage and general storeroom under the guidance of the food and beverage purchasing manager
- Stock and store all merchandise received, using the FIFO rotation (First In, First Out)
- Assists in dating groceries when necessary
- Strictly adheres to the operating hours of the storeroom
- Responsible for filling general storeroom requisitions
- Assists in end-of-month inventories
- Ensures all unauthorized persons "off premises", check's requisitions for proper authorization

Qualifications for storeroom clerk

- Must have excellent organization/prioritization skills to work independently with minimal guidance and direction
- Must work well with numbers and have the ability to multi task
- Ability to use computers and process work accurately while meeting established timeframes
- Basic understanding of food and beverage preferred

pricing, and storage

- Ensure proper operation of freezers, refrigerators, and walk-in coolers and notify management of any equipment repairs needed