



Example of Storeroom Clerk Job Description

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Our company is growing rapidly and is looking for a storeroom 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 storeroom clerk

- Responsible for cleaning the storeroom
- Notifies manager of "dead stock" items
- Verifies that no requisitions are left open, inform manager of all "shorts" on requisitions
- Follow closing storeroom procedures, including ensuring all cooler doors are closed
- Maintain storeroom supplies according to department standards
- Use basic arithmetic skills for counting/tracking
- Read and follow written instructions verbal direction
- Operate personal computer and basic software
- Organize time when volumes increase to complete work in a timely manner
- Perform several tasks and carry them to completion simultaneously

Qualifications for storeroom clerk

- Assist Food & Beverage inventories as required by management
- Proficient with current software applications such as Microsoft Word, Excel, and Outlook
- Position requires the individual to have a valid P.A
- Ability to operate computer equipment order processing software and inventory software
- Demonstrated written/verbal communications and telephone skills

