



Example of Storeroom Clerk Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is looking to fill the role of storeroom 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 storeroom clerk

- Responsible for the accurate receipt, issuance, organization and storage of specific products in the food and beverage storeroom and warehouse, and accurate distribution of items to departments as requested, in order to assist in reaching profitability, guest satisfaction, workforce strength and compliance goals
- Receive product from shipping companies and accurately verify quantity and quality of goods received
- Orders daily par of all products
- Controls food and beverage inventory
- Keeps storeroom clean and organized
- Conducts monthly inventory of product and reports to Food & Beverage Director
- Attends training classes as required
- Works with Finance Department on monthly inventory review
- Complies with all Eldorado Casino policies and procedures and completes all personnel paperwork
- Develops quality standards for department

Qualifications for storeroom clerk

- Demonstrated ability to follow written and oral directions
- Demonstrated ability to file numerically and alphabetically

- High School graduate or equivalent College Associates Degree Preferred
- Inventory Management including planning and execution of physical inventories
- 2 years experience in Inventory and Stockroom Management