

# WESTERN MICHIGAN UNIVERSITY

**TITLE:** Stock Clerk

**GRADE:** M - 3

**FUNCTIONS:**

This position stocks supplies in the warehouse/storage area and fills orders for pick up by, or delivery to, end users. The incumbent unpacks in-coming shipments of supplies and equipment; counts items and checks quantities and specifications against packing slips and/or purchase order forms to ensure that materials received correspond to items and quantities ordered and that all items invoiced have been received. In addition, the incumbent must verify all incoming product deliveries processed by the Receiving Clerk for damage and mislabeling (bar code labels). This position moves materials to storage areas, using lift trucks, reach trucks, hand trucks, dollies and other devices per specified and assigned proper bin locations within the stockroom warehouse. The incumbent stacks materials in storage bins and on shelving, pallet racking, mezzanines or other storage areas as appropriate. This position stacks materials weighing one-hundred-twenty-five pounds (125 lbs.) to a height of four feet (4') with or without mechanical assistance, and employs pallet jacks, reach trucks, hoists, and other devices to stack items weighing more than one-hundred-twenty-five pounds and to stack items at heights from six feet to nineteen feet. The incumbent retrieves materials and equipment from storage areas, employing ladders, step ladders and rolling stairways in addition to the devices cited above. This position dispenses materials and equipment to end users on campus. When necessary the incumbent is required to shrink-wrap pallets for delivery as well for storage purposes. The incumbent monitors stock for lack of product and replenishes bin location with stock from overflow bin area or reports the need to re-order to Maintenance Stores Management. The incumbent prepares and processes various documentation required for inventory control and departmental billings. Computer skills are required for maneuvering through Maintenance Stores' inventory management system for product look up. Incumbent is responsible to maneuver through part screen and/or purchase order screen for pertinent information. The incumbent will be required to operate bar code scanning and related equipment. The incumbent must be able to file documents accurately and properly relocate such documents if necessary. (Documents may include but not limited to: issue sheets, key charge out sheets and refrigerant sheets). The incumbent will be responsible for distributing and documenting sign out and return receipt of University-wide keys and key cards to contractors, trades, WMU staff and students. As directed by the Manager of Maintenance Stores, the incumbent may perform duties of other positions within the job progression sequence.

The incumbent maintains the warehouse/storage area in a neat, clean and orderly condition. This position participates in physical inventory processes, including accurately counting materials and completing inventory count documents.

The incumbent performs all work in compliance with established safety practices. The incumbent must wear MIOSHA approved safety shoes at all times, and must wear full protective gear when

storing and retrieving hazardous materials and as required by MIOSHA rules. The incumbent must comply with all OSHA/MIOSHA regulations regarding the handling and storage of such materials. This position performs additional duties as requested by supervisory personnel.

## **QUALIFICATIONS:**

The incumbent must be able to read and comprehend written instructions and safety regulations governing the performance of job duties, and must be able to understand and comply with oral instructions. The incumbent must have great attention to detail, sufficient customer service skills, as well as sufficient written and verbal communications skills. The incumbent must possess sufficient writing skills and basic arithmetic skills to accurately prepare inventory control documents. The incumbent must possess sufficient computer skills to learn to operate computerized inventory control systems. Must have the ability to familiarize themselves with electronic communication devices for work orders and other communication.

In order to perform the essential functions of the job, the incumbent must be able to raise 125 lbs. dead weight to a height of 48" (four feet) with or without mechanical assistance, and must be able to raise materials and equipment weighing up to 2.5 tons with mechanical assistance. The incumbent must be able to raise items weighing up to 50 lbs. to a height of 6 feet as many as 100 times per day, and must be able to raise items weighing more than 50 lbs. and/or items of any weight to heights above 6 feet, with mechanical assistance up to 500 times per day. The incumbent must be able to ascend ladders to a height of eight feet (8') while carrying inventory items weighing as much as 40 lbs. The incumbent must be able to ascend a flight of stairs carrying 40 lbs. of weight and must be able to maneuver in aisle ways less than three feet (3') wide carrying said weight. The incumbent must be able to stack and retrieve materials and equipment in/from inventory storage areas, and must be able to retrieve inventory items from ground level storage as many as 100 times per day. The incumbent must be able to operate mechanical lifting devices. The incumbent must be able to stack, retrieve and dispense materials for 6-7 hours per day, work above shoulder level for extended periods of time, and traverse distances up to 5 miles per day in the process of placing items in/retrieving items from storage locations. Incumbent must be able to meet physical requirements of long hours on their feet, and working in a non-air conditioned stockroom warehouse.

The incumbent must be able to tolerate exposure to dirt, dust and mildew as well as exposure to petroleum products, particularly gasoline and diesel fuel. The incumbent must possess 20/40 vision with or without corrective lenses. The incumbent must be able to accurately distinguish colors in order to properly identify color-coded inventory labels/items.

A physical examination administered by the employer's designated physician is required to determine the incumbent's ability to perform the essential functions of the job and/or to identify the need for reasonable job accommodations.