



10910 Clarksville Pike • Ellicott City, Maryland 21042 • 410-313-6600 • www.hcpss.org

Stock Clerk Building Services

DESCRIPTION

This position involves duties, both manual and clerical, associated with the effective operation of the Building Services stockroom. An employee in this class is responsible for receiving, tagging and stocking orders under the general supervision of the Inventory and Stock Coordinator and Manager of Building Services. Performance is evaluated periodically.

ESSENTIAL JOB FUNCTIONS

- Ability to physically move various types of materials and equipment inside and outside the school system
- Ability to stand, walk, sit, bend, squat, climb
- Ability to lift at least 60 pounds repeatedly without mechanical assistance and up to 100 pounds with mechanical assistance
- Ability to climb up and down stairs with heavy loads, to load and unload materials
- Ability and knowledge to safely operate forklifts, pallet jacks, hand trucks and dollies
- Ability to receive, inspect and verify deliveries from packing slips and purchase orders
- Ability to maintain a clean, organized and efficient stockroom
- Knowledge of routine stockroom practices.

EXAMPLES OF WORK

- Pulls orders and directs them to appropriate location per internal control procedures
- Tags and stocks orders
- Delivers and transports items between schools or offices
- Assists in loading and unloading trucks
- Returns and restocks unused items and supplies
- Moves or transports materials using hand trucks and industrial trucks
- Answers telephone, receives faxes and emails
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the various trades in order to assist in the daily supply and demand of gathering materials and tools used by each trade
- Ability to understand oral and written instructions
- Ability to maintain inventory records
- Ability to establish and maintain effective communication and good relations with supervisors, fellow employees and suppliers
- Ability work independently and to use good judgment in the absence of the direct supervision and accommodate requests which may interfere with normal routine
- Knowledge of preventive maintenance for tools, hand trucks, pallet trucks, forklifts and heavy duty trucks
- Ability to navigate local roadways to the locations of suppliers and give directions to and from these locations
- Knowledge of basic arithmetic computations
- Ability to manage scrap materials in accordance with Board of Education Policy 4080
- Ability to implement and manage kanban, supermarket and other just in time material management systems within stockroom and shops
- Knowledge of and ability to use inventory software programs and Microsoft Office suite products.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE

High school diploma or high school equivalency (GED) and one year of experience either as a stock clerk or warehouse worker.

REQUIRED LICENSES AND CERTIFICATES

Must have a valid driver's license and good driving record.

PRE-EMPLOYMENT PHYSICAL

The person selected for this position must meet all requirements of the physical examination administered by a medical service selected by the Howard County Public School System.

OTHER DESIRABLE QUALIFICATIONS

Forklift certification.

Equal opportunity employer