

**Title:** Stockroom Attendant

**Date:** November 2003

**FLSA Status:** Nonexempt

**Reports to:** Assistant Director of Food Service.

**Job Summary:** Under general supervision of the assistant director of food service, performs a variety of stocking and maintenance tasks, and other related work as required.

### **Duties and Responsibilities**

- Maintains stockroom area in a clean and serviceable manner.
- Maintains proper stock levels on shelves.
- Fills and delivers food orders to the Chellie Club.
- Assists in other tasks as needed.

### **Knowledge, Skills and Abilities**

- Knowledge of stockroom and inventory procedures.
- Knowledge of correct English usage, spelling, vocabulary and basic mathematics.
- Ability to follow oral and written instructions, maintain records, read and write at the level required for successful job performance, and learn rules, methods, and policies of the work place.
- Ability to lift up to 100 lbs. and stand for an extended period.

### **Credentials and Experience**

- High school education and six months' experience in stockroom, or related job experience preferred.

### **Special Requirements**

None