UNIVERSITY OF SOUTHERN CALIFORNIA

Stock Clerk

Job Code: 143010

OT Eligible: Yes

Comp Approval: 5/13/2016

JOB SUMMARY:
Transfers materials from stockroom, warehouse or other storage facility to ordering department and/or relocates materials within storage facility, as assigned. Accepts incoming shipments upon arrival at dock. Verifies merchandise shipments received against purchase orders, packing slips and/or waybills. Logs shipments, completes and forwards paperwork in a timely manner, as assigned. Audits stock levels daily. Keeps sales floor fully-stocked and well-organized. Assists customers on the sales floor, as needed.

JOB ACCOUNTABILITIES:

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**E/M/NA** | **% TIME**
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Transfers materials from stockroom, warehouse or other storage facility to ordering department and/or relocates materials within storage facility, as assigned. May be required to use hand truck, forklift, hoist, motorized conveyor or other material handling equipment. | 
Accepts incoming shipments upon arrival at dock. Removes merchandise from belt and moves it to appropriate area of stockroom and/or sales floor, if required. | 
Verifies merchandise shipments received against purchase orders, packing slips and/or waybills. Checks order for completeness and possible damage. Communicates information about damaged goods and reports overages and shortages. Appropriately manages / discards waste (e.g., packing materials) respecting the facility’s waste, reuse, and recycling procedures. | 
Logs shipments, completes and forwards paperwork in a timely manner, as assigned. Files paperwork, as assigned. | 
Audits stock levels daily. Keeps sales floor fully-stocked and well-organized. Ensures merchandise is attractively displayed. Prepares requests for merchandise from the warehouse to replenish stock, as needed. | 
Maintains general order and cleanliness of stock area, including removal of trash, as assigned. Cleans and organizes store at opening and closing. | 
Assists customers on the sales floor, as needed. Maintains friendly, helpful demeanor. | 
Maintains currency with, understands and ensures section compliance with all university and departmental policies and procedures and with all applicable local, state and federal laws and regulations. Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time. | 

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No
In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- Combined experience/education as substitute for minimum education
- High school or equivalent

**Minimum Experience:**
- 0 - 6 months

**Minimum Field of Expertise:**
- Some work experience.

**Preferred Experience:**
- 6 - 12 months

**Preferred Field of Expertise:**
- 1 year in retail/service industry preferred.

**Skills: Administrative:**
- Answer telephones
- Balance figures
- Compute totals
- Gather data
- Input data
- Read handwritten text
- Research information
- Understand and apply policies and procedures
- Verify calculations

**Skills: Machine/Equipment:**
- Calculator
- Cash register
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Photocopier

**Supervises: Level:**
- May oversee student, temporary and/or casual workers.

**Comments:**
Ability to clearly communicate with store employees. Ability to lift and carry up to 50 pounds and bend and stretch to stock shelves. Ability to work a flexible schedule including days/nights/weekends as well as shipment process and recovery shifts, 24/7, when needed. Computer knowledge (Word/Excel). Good organization and planning skills.

SIGNATURES:

Employee: _____________________________________  Date:_____________________________
Supervisor: ____________________________________  Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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