UNIVERSITY OF SOUTHERN CALIFORNIA

Storeroom Specialist (Union Only)

Job Code: 143148

OT Eligible: Yes

Comp Approval: 5/25/2011

JOB SUMMARY:
Maintains the storeroom facility including proper stocking, storing of merchandise, and inventory control as specified by department standards. May place orders for items as directed.

JOB ACCOUNTABILITIES:

*E/M/NA   % TIME

Provides customer services to faculty, staff, students and guests.

Receives product/merchandise. Ensures all received goods meet standards and health code requirements.

Reconciles invoices with order sheets.

Stocks all inventory in designated areas.

Assists in identifying product needs. Places product orders.

Maintains inventories. Conducts daily, weekly and monthly inventory counts. Records end-of-month inventory.

Maintains organization of storage areas.

Maintains cleanliness of facilities.

Adheres to department service standards and to all health, safety and university rules and regulations.

Attends and participates in meetings as required.

Reports to station, ready to work at the time work assignment is scheduled to begin.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

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

EMERGENCY RESPONSE/RECOVERY:

Essential: □ No
□ Yes 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:**

Less than high school

**Minimum Experience:**

1 year

**Minimum Field of Expertise:**

Demonstrated customer service experience. Experience working in a fast paced working environment. Ability to effectively communicate in English. Ability to lift a minimum of 50 lbs. Must possess a valid California State Driver’s License. Ability to drive a truck.

**Preferred Education:**

High school or equivalent

**Preferred Experience:**

2 years

**Preferred Field of Expertise:**

Two years inventory control/maintenance.

**Skills:**

Other:

Communication -- written and oral skills

Skills: **Machine/Equipment:**

Personal computer

Skills: **Specialized Equipment:**

Freezer
Refrigerator

Skills: **Trade/Auxiliary:**

Compute totals
Maintain inventories
Maintain records, logs, etc.
Serve customers
Understand and apply policies and procedures

**Supervises: Level:**

May oversee student, temporary and/or casual workers.

**Comments:**

Must have flexible schedule; able to work any shift as assigned. Understands that regular attendance and punctuality is expected of all employees. Must successfully complete ServeSafe certification. Must have valid California Food Handler Card or obtain card within first 30 days of hire.

**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.

The University of Southern California is an Equal Opportunity Employer