UNIVERSITY OF SOUTHERN CALIFORNIA
Storeroom Specialist (Union Only)
Job Code: 143148

Grade: 02
OT Eligible: Yes
Comp Approval: 2/25/2004

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: 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:
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.

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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