



Savannah State University Position Description – Stores Clerk I

POSITION DESCRIPTION

Position Title: Stores Clerk I FLSA Status: Non exempt
Reports to: Assistant Director
Department: Custodial
Date Prepared: June 2003

BASIC FUNCTION

This position is accountable for maintaining and managing the stores inventory in the warehouse.

NATURE & SCOPE

Reporting to the Assistant Director, this position is accountable for securing, maintaining and managing the stores inventory.

The incumbent maintains the computer program used for maintaining and tracking the various items found in the stores inventory, and checks the physical inventory on an ongoing basis.

This position must interface and support the Groundskeepers, issuing tools and checking it back into inventory.

The Stores Clerk also serves as a member of the Tiger Arena gym floor team and maintains the campus marquee announcing upcoming events. This position also communicates with the set-up team keeping them informed of weekly events.

PRINCIPAL ACCOUNTABILITIES

- Receives inventory upon entry into warehouse and physically counts for accuracy and enters into inventory computer program.
- Processes request for items in inventory from various departments by work order, or by charging departments that do not require work orders.
- Manages issuance and return of tools in inventory kept outside the warehouse.
- Updates and keeps current the marquee announcing campus events.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires four years of high school or GED equivalent.