



Savannah State University Position Description – Stores Clerk II

POSITION DESCRIPTION

Position Title: Stores Clerk II FLSA Status: Nonexempt
Reports to: Interim Director-Administration
Department: Business Services
Date Prepared: June 2003

BASIC FUNCTION

This position exists to process, receive, and ship goods purchased by and for the University. It serves as a central processing center for university equipment that needs to be placed on the University's inventory, which is used for property control.

NATURE & SCOPE

Reporting to the Interim Director, this position is part of Central Receiving. The Stores Clerk II is accountable for receiving, inspecting, and delivery of goods to various departments on campus.

This position also maintains an inventory on campus of university items such as computers, furniture, vehicles etc.

Deliveries on campus must be made in a timely fashion to meet internal customer expectations.

Prior to delivery it is the accountability of this position to conduct a thorough inspection of items to ensure that no damage has taken place to protect the interest of the University and to ensure that proper action is taken before accepting delivery of items.

PRINCIPAL ACCOUNTABILITIES

- Delivery of goods and services of items purchased by the university
- Processing and inspecting of goods purchased by the university.
- Maintains inventory of items throughout the university.
- Receiving items from various vendors
- Issuing of fuel to various departments of university.
- Processes purchase orders into Tapis/PeopleSoft systems

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

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