

INVENTORY CONTROL TECHNICIAN

DEFINITION

Under general supervision, is responsible for the operation of an independent storage and stockroom; and performs related work as required. Duties are performed for Dane County Consolidated Food Service.

EXAMPLES OF DUTIES

Maintains perpetual inventory records; establishes reorder points; maintains a mini-maxi inventory system and determines inventory requirements; orders food and food service supplies and materials; posts receipts and disbursements to inventory records; receives requisitions, locates materials, prepares them for delivery and distributes them; maintains cost and price records; maintains records of purchase orders and completed requests; maintains liaisons with the County Purchasing Division; establishes internal policies and procedures in compliance with departmental needs and county policy; directs, trains and monitors the work activities of persons assigned to storeroom; supervises food storage areas to assure cleanliness and sanitation.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to high school graduation and two years of experience in stockroom operations with responsibility for ordering, receiving, disbursing and monitoring a wide variety of food and food service supplies/materials. Requires one year of computer data entry experience.

Knowledges and Abilities: Knowledge of food storage and stockroom practices; knowledge of perpetual inventory systems; ability to establish policies and procedures for requisitioning, disbursement and monitoring of food and food service supplies/materials and supplies; ability to establish effective record keeping systems; knowledge of space management considerations; ability to maintain appropriate levels of supplies and materials; ability to lift heavy objects; ability to train, monitor, and direct the work of others, ability to communicate effectively both orally and in writing; ability to adhere to safety rules; must be able to lift up to fifty (50) pounds unassisted and heavier loads with assistance.