

STOCK CLERK (Badger Prairie Health Care Center)

DEFINITION

Under general supervision, performs clerical and manual work necessary to maintain stocks of materials in an orderly fashion; and performs related work as required. Duties are performed for Badger Prairie Health Care Center and Badger Prairie Health Care Center - IMD.

EXAMPLES OF DUTIES

Receives, checks and stores supplies and materials; assists in posting receipts and disbursements of supplies to perpetual inventory; receives and fills supply requisitions; keeps records and makes reports; cleans stockroom area; maintains equipment; stocks shelves and organizes materials; takes physical inventory; assists loading and unloading freight weighing up to 100 lbs; delivers requisitioned supplies and equipment; unloads trucks and transports materials to appropriate location; inspects delivered goods and materials for proper quantity and quality; assists in preparation and finishing of printed material; may also perform duties of Food Service Helper.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to one year of experience related to supplies and inventory control.

Knowledges and Abilities: Knowledge of supply disbursement practices and perpetual inventory systems; ability to complete simple records; ability to do arithmetic computations; ability to work well with others; knowledge of acceptable quality for food and supplies; must be able to lift up to fifty (50) pounds unassisted and heavier loads with assistance.

Special Requirements: Must possess (or be eligible for) a valid Wisconsin driver's license.