CHICO UNIFIED SCHOOL DISTRICT  
STOCK CLERK

**DEFINITION**  
Under general supervision, to assist in the receipt, storage, inventory, issue, distribution and shipment of mail, supplies, food, equipment and other items to school sites and offices.

**SUPERVISION EXERCISED**  
Exercises no supervision.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**
- Assist in the operations of the warehouse, including to receive, mark, check, store and inventory materials, supplies and equipment; restock shelves regularly; fill requisitions.
- Maintain records of outgoing supplies; rotate stock as necessary.
- Operate a truck, forklift and pallet jack to move, load and unload supplies.
- Assist in taking physical inventories; maintain simple records.
- Maintain shelves and other storage spaces in a clean and orderly condition; maintain cleanliness in the warehouse area.
- Deliver and/or pick up mail, supplies, food, equipment and other materials from various sites and locations as assigned.
- Assist in the delivery and moving of furniture, cabinets, risers and other school district property as needed.
- Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**
- Basic methods used in the receipt, storage, inventory and distribution of supplies and equipment.
- Occupational hazards and standard safety practices necessary in the area of supply, materials and equipment storage, truck loading and delivery.
- Modern office practices, methods and computer equipment.
- Principles and procedures of record keeping.
- Basic mathematical principles.
- Safe driving principles and practices.
- State of California vehicle code.

**Skill to:**
- Lift and carry heavy loads.
- Operate a motor vehicle safely.
- Operate forklifts, pallet jacks and other standard warehouse equipment.

**Ability to:**
- Learn, interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
• Maintain accurate and current records of warehouse transactions.
• Effectively wrap and pack articles for shipping and storage.
• Perform accurate mathematical computations.
• Work independently in the absence of supervision.
• Understand and follow oral and written instructions.
• Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**
*Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

**Experience:**
• One year of warehousing or delivery experience.
• Must be at least 21 years of age.

**Training:**
• Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

**License or Certificate:**
• Possession of an appropriate, valid California driver's license.
• Ability to obtain a Class B California driver’s license, if necessary.
• Ability to obtain a Forklift Certificate by the 5th month of employment.

**Special Requirements:**
*Essential duties require the following physical skills and work environment:*
Please refer to the [Job Analysis](#).