

STOCKROOM HELPER

DISTINGUISHING FEATURES OF THE CLASS: This is routine manual work assisting a Stockkeeper in ordering, receiving, storing, tracking and distributing supplies. The work is performed under the direct supervision of a stockkeeper and detailed instructions are given for new and difficult assignments. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

- Assists the Stockkeeper in receiving, storing and distributing supplies and tools;
- Arranges stock on shelves in accordance with instructions;
- Lifts and moves large and heavy packages;
- Makes deliveries;
- May assist in stocking shelves in various departments and units;
- Rotates supplies as instructed;
- Keeps working areas clean and orderly;
- Performs related manual tasks as required;
- Makes data entries on computer for work orders, parts and inventory;
- Pick up parts from suppliers;
- Makes inquiries on parts and supplies for availability and costs.
- Operates a motor vehicle in delivering materials.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of methods and practices used in handling and storing supplies and equipment; good working knowledge of the tools, equipment and supplies used in the department; ability to keep accurate inventory records; ability to read and write and make simple arithmetic computations; dependability; orderliness; physical strength; physical condition suitable to the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE: None is required.

Special Requirement: Possession of a valid New York State Operator's License at the time of appointment.

Non-Competitive Class
Revised 03/24/2006
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