

ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** STOCKROOM HELPER **GRADE:** 04

**TITLE ABBREVIATION:** STOCKROOM HELPER **TITLE NO.:** 6714

**JURIS.CL:** NC **SALARY CODE:** 01 **UNIT:**      **EEO CODE:** SM **FLSA CODE:** NE

**DEPARTMENT:** VARIOUS **DIVISION:**                     

**SUPERVISOR'S TITLE:** VARIOUS

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine manual work providing assistance in receiving, storing and issuing items from a stockroom. Heavy manual labor is required and an incumbent must be able to lift up to 60 pounds of weight on a regular basis. The work is performed under immediate supervision. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

- Receives and inventories supplies;
- Unloads trucks and stores items received in designated areas;
- Fills orders and prepares stock for shipment to various areas;
- Delivers stock as required;
- Rotates and consolidates stock;
- Keeps working areas clean and orderly;
- May operate a forklift and/or pallet jack in the performance of stockroom duties; ensures storeroom forklift and pallet jack are charged and in orderly working condition;
- Keeps stockroom truck gassed, and checks all fluid levels regularly as normal maintenance;
- Performs related manual tasks as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Working knowledge of methods and practices used in receiving, storing, maintaining and issuing supplies and equipment; skill in the operation of power equipment and automotive equipment to move and distribute stock items; ability to follow oral and written instructions; ability to make simple arithmetic computations; ability to lift up to 60 pounds of weight on a regular basis; ability to get along well with others; integrity; accuracy; orderliness; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from high school or possession of a high school equivalency diploma; OR
- (B) Two (2) years of paid work involving stockroom or warehouse experience.

**SPECIAL REQUIREMENT:** Must possess at time of appointment and maintain a valid driver's license.