

STOCK CLERK (INFANT AND PRESCHOOL)

DEFINITION

Orders, receives, stores, prepares, delivers, and performs other manual and clerical duties pertaining to materials used in District-wide special education infant and preschool programs.

TYPICAL DUTIES

Receives, fills, packages and delivers orders of infant, preschool, and special education supplies, equipment, and educational kits from Special Education Service Centers.
Schedules the preparation, assembly, and delivery of materials and equipment to meet the timetables of programs and activities.
Orders, receives, and stores infant and preschool supplies and equipment.
Keeps records and takes inventories of equipment and supplies for reorder.
Drives, loads, and unloads a light truck or van in the delivery of supplies and equipment.
Checks and records infant and preschool materials returned from schools for loss or breakage.
Makes minor adjustments and repairs to infant and preschool equipment.
Arranges for the retrieval and destruction of confidential student records.
Maintains storage facilities and equipment in a clean and orderly condition.
Operates material-handling equipment in loading and transporting supplies and equipment.
Uses manual and power tools to assemble and repair equipment.
Answers telephones, takes messages, and conveys approved information.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Stock Clerk (Infant and Preschool) performs manual and clerical duties pertaining to the maintenance and distribution of specialized infant and preschool materials and equipment and delivers the materials to schools.

A Head Stock Clerk has responsibility for one or more supply operations and supervises Stock Clerks, Stock Workers, Forklift Operators, and clerical personnel in the ordering, receiving, storing, and issuing of supplies and equipment. A Head Stock Clerk supervises a large crew in the performance of duties related to one supply function or supervises fewer employees in the performance of duties involved with a variety of supply functions.

Other specialized Stock Clerk classes are assigned manual and clerical duties in relation to the ordering, receipt, storage, and distribution of the types of supplies and equipment indicated in the class title.

SUPERVISION

General supervision is received from certificated program administrator. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Basic infant, preschool, and special education supplies and equipment
- Methods of ordering, inspecting, maintaining records, assembling and stamping, shelving, packaging, and shipping of all types of specialized materials and equipment for preschools or special education
- Maintenance and operation of a large storeroom
- Inventory and stock records
- Safe lifting procedures to lift items such as materials and equipment

Ability to:

- Perform clerical and manual operations required in a stock room
- Exercise proper judgement in loading and moving material safely
- Keep accurate records of special education infant and preschool supplies and equipment
- Operate a light truck safely in traffic and school yards
- Plan work and schedule deliveries to meet timetables
- Give clear and understandable instructions to teachers regarding proper use of equipment
- Maintain effective working relationships with District personnel and the public

Special Physical Requirements:

- Safely lift and move items weighing up to 100 pounds
- Manual dexterity to operate material-handling equipment

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Six months of experience in receiving, inspecting, sorting, issuing, or delivering supplies and equipment, preferably including infant and preschool supplies and equipment.

Special:

A valid California Driver License.

This class description is not a complete statement of essential job functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of the position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
08-10-15
JPK