

Jones Sign, Inc.

Job Description

Position: Stockroom Attendant

Reports To: Stockroom Supervisor

Statement: Employee performs a variety of tasks to assist in managing a central stockroom. Position requires knowledge of stock supplies and their use. Judgment and initiative are exercised frequently in applying stockroom policies and procedures.

Minimum Qualifications:

- High School diploma or equivalent

Duties:

- Receive and count stock items, and record data manually or using computer.
- Pack and unpack items to be stocked on shelves in stockrooms.
- Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors.
- Store items in an orderly and accessible manner in supply rooms.
- Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment.
- Clean and maintain supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations.
- Determine proper storage methods, identification, and stock location based on turnover, environmental factors, and physical capabilities of facilities.
- Keep records on the use and/or damage of stock or stock handling equipment.
- Examine and inspect stock items for wear or defects, reporting any damage to supervisors.
- Provide assistance or direction to other stockroom, warehouse, or storage yard workers.
- Assist other departments with the return of excess material to the stockroom
- Parcel shipping; Speedee and DHL
- Coordinate custodial responsibilities as needed (light bulbs, shoveling, cleanliness)

Expectations:

- Customer service skills; window traffic
- Time cards are to be filled out properly according to time card procedures
- Safety practices must be applied at all times

- Safety glasses and steel tipped work boots must be worn at all times

Training provided by the Stockroom Supervisor

Work conditions consist of a manufacturing plant environment with standing, bending, and twisting 90% of the day. Must be able to lift up to 75 lbs on a regular basis.

Work hours are from 7:00 A.M. to 4:00 P.M. Monday through Friday. The nature of the position will require the employee to work the necessary hours to successfully complete the job and overall goals of Jones Sign. Overtime may be required.