

San Diego Community College District

NANC JOB DESCRIPTION

Title: Stock Assistant

Unit: Non-Academic/Non-Classified Service

Page: 1 of 1

Job Code: N1750

Original Date: 02/2013

Last Revision: 04/2018

Staff Type: NANCE

FLSA status: Non-Exempt

FUNCTION:

Under the direction of a supervisor or manager, receive, store, issue, and ship supplies and equipment in District stores, bookstore, and warehouse or maintenance operations; enter data into computer inventory and accounting system software.

DESIRABLE QUALIFICATIONS:

Knowledge of modern storekeeping methods and practices; inventory and quality control; record-keeping techniques; computer applications, including word processing, spreadsheets, and databases; and terminology and procedures of assigned area. Ability to operate a variety of vehicles and equipment, including pickups, delivery carts, and forklifts; operate standard office machines and equipment, including computer hardware and software; make simple arithmetic calculations; understand and follow oral and written directions; establish and maintain effective working relationships; and perform moderate physical labor. Experience in a receiving or warehouse operation.

TYPICAL DUTIES INCLUDE:

- Receive books, supplies, equipment, and materials.
- Pick up and deliver items to and from departments and vendors.
- Assist in conducting stockroom inventory.
- Operate a variety of vehicles and equipment, including pickups, delivery carts, and forklifts.
- Operate standard office machines and equipment, including computer hardware and software to enter and extract information and data.
- Prepare bills of lading, delivery slips, and packing slips for return of books or supplies.
- Respond to requests for services and information.
- Explain rules, regulations, policies, and procedures.
- Maintain files and records.