Stores Attendant

**JOB PURPOSE:**
Under limited supervision performs a variety of inventory and warehouse functions. Receives and stores incoming shipments of goods and materials; picks and loads outgoing shipments and processes necessary forms or documents.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**
Receives incoming shipments of goods and materials. Unloads trucks and accepts items based on quality and condition.

Determines minimum stock requirements; monitors inventory; reorders as necessary to maintain minimum levels.

Enters data into computerized inventory system and produces routine reports.

Recognizes items and materials that require special handling or storage requirements and treats with appropriate care (perishable, volatile, toxic, etc.).

Stores goods in designated areas; rotates stock according to shelf life, expiration dates, lot numbers or other criteria.

Gathers goods and materials from inventory locations as specified by pick list or requisition. Secures items on pallet or other container for shipment.

Reconciles quantities of collected goods and materials with requisition or pick list; transports to dock and loads truck.

Unloads and loads trucks manually or by operating a power fork lift, rotates stock and moves other bulky and/or heavy items in warehouse.

Performs inventory counts; participates in monitoring facilities and in maintaining building security.

May staff a customer service counter and respond to customer requests.

May use University vehicle to make deliveries and pick up materials.

Performs routine maintenance and makes minor repairs to equipment as necessary.

**KNOWLEDGE, SKILLS, AND ABILITIES:**
Ability to interpret and follow oral and written instructions.
Knowledge of basic computer operations and ability to learn and use computerized inventory control systems.

Ability to perform work requiring considerable standing and heavy physical effort.

Ability to operate electric or LP powered forklift and order picker, two wheel hand truck, and banding machine.

Ability to work in safe and efficient manner.

**MINIMUM REQUIREMENTS:**

**Education:** High school diploma or GED.

**Experience:** One year inventory control, storeroom or warehouse experience.

**Certifications/Licenses:** May require ability to obtain fork lift operator certification and/or food safety certification based on assignment. Valid driver’s license and ability to be insured by Indiana University.

**PHYSICAL REQUIREMENTS:**

Sitting, standing, walking, squatting/kneeling, climbing, balancing, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 75 lbs multiple times per shift, fingering, talking, hearing, and seeing.

**WORKING CONDITIONS:**

Spends most time indoors. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.