Job Title: Store Clerk

BCAT Code: 09TXB8
BCAT Code: 093X51 (10-month term)  Effective Date: June 1, 2011
Pay Grade: G05  FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Under the general direction of the Dining Hall Manager, performs work in the storeroom or warehouse, such as inventory tracking, receiving, inspecting, unloading, recording, and stocking all delivered items.

Examples of Duties
- Checks the inventory level to assure that the required products are available.
- Completes the receiving reports by matching the field purchase order copies with the received items.
- Pulls, stores, delivers products and items.
- Completes the documentation; transfers the inventory and reconciliation at the designated Panther Dining campus locations.
- Follows First In First Out (FIFO) inventory methods and guidelines established by the Dining Hall Manager.
- Reconciles all discrepancies as directed by the supervisor.
- Identifies inventoried items with the appropriate labeling techniques.
- Keeps current on applicable laws, rules, and regulations of federal, state, county, and city governments, the Board of Regents (BOR), and Georgia State University (GSU).
- Represents and promotes the interests and mission of Auxiliary and Support Services in various meetings.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of dining hall policies and procedures.
- Knowledge of word processing, spreadsheets, and database programs.
- Excellent customer service and organizational skills.
- Ability to develop effective sales and marketing strategies and techniques.

Minimum GSU Hiring Standards
High school diploma or GED. A valid Georgia driver’s license is required.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.