

STOCK HANDLER

Code No.: 4-18-218
NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an entry level stock handling position responsible for receiving, storing, and delivering stock. Duties include but are not limited to loading and unloading trucks and pallets, transporting or moving stock, and delivering stock to shipping areas or directly to users. Work is performed in a large central storehouse or a stockroom. The position requires manual exertion in the loading and unloading of trucks and pallets, moving pallets containing a substantial amount of weight (amount of weight is dependent upon assignment), ascending/descending ladders to place and retrieve stock and/or traversing stairs, and possibly lifting/moving stock with an average weight of fifty (50) pounds. The employee may be exposed to inclement weather conditions and extremes of heat and cold. The employee reports directly to, and works under the general supervision of a higher-level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Loads and unloads trucks at central receiving dock;

Transports stock to bulk storage or open stock areas, unloads and stores in designated space;

Loads stock orders on pallets in proper sequence for daily delivery and transport to dock for shipment;

Operates a hand motorized forklift truck in transporting supplies and equipment within a storehouse, and performs routine maintenance on stores equipment;

Picks up or moves empty pallets and stores for future use;

Checks shipments against invoice for correct count, quantity and condition, and contacts supervisor regarding shortages or damaged stock;

Breaks surplus stock down into units of issue and stocks shelves;

Advises supervisor when stock is running low;

Verifies purchases by checking shipments against purchase orders;

Makes appropriate entries on delivery or shipping sheets such as quantity received or shipped, condition, description, destination, etc;

Assists in physical inventory of bulk and open stock, including counting and entering and manipulating data on a computer and/or recording data on standardized cards;

Makes stock deliveries or moves furniture by truck or van;

Pulls items from open stock, fills orders, packages and labels orders;

Performs housekeeping duties on stores facility, keeping work area clean and safe;

Responds to emails and provides data to staff and customers.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of warehousing methods and practices used in receiving, storage, and delivery; working knowledge of safety practices and procedures; ability to keep simple receiving and delivery records; ability to follow oral instructions; ability to make simple arithmetical computations; ability to perform duties in a safe manner; ability to operate standard storehouse

equipment such as hand jacks and fork lifts; ability to position self in order to perform duties; ability to move or remain stationary for long periods of time (length of time is dependent upon assignment); ability to transport/move tools; ability to communicate orally and in writing; ability to perform work accurately; ability to perform manual labor; ability to enter and manipulate data on a computer and utilize related software; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

Where education is lacking, additional experience involving manual labor, truck driving, or receiving, storing, disbursing, and delivering stock may be substituted on a year-for-year basis.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State or otherwise demonstrate your ability to meet the transportation needs of the position.

Monroe County Civil Service Commission

FORMERLY: Store House Man

ADOPTED: June 20, 1980

REVISED: December 16, 1982

REVISED: May 11, 1989

REVISED: March 4, 2021