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**Stock Clerk**

Thaddeus Stevens College of Technology has an opening for a permanent full-time Stock Clerk. This is a full-time position with hours of work from 8:00 a.m. to 4:30 p.m. Monday through Friday.

**Essential Functions**

* The Stock Clerk is responsible for total storeroom operations, which includes over 125 stock items;
* General instructions are given to the Stock Clerk but the employee must independently apply adequate store-keeping methods, which result in the overall efficiency of the storeroom. The employee is engaged in specialized store work, responsible for a storeroom containing a large volume of custodial-dorm cleaning items (50%), specialized vocational education equipment (25%) and maintenance supplies (25%). Receives incoming materials, inspects for compliance with prescribed standards and writes receiving reports authorizing payment of invoice;
* Controls inventory level balances making purchases via FL purchase orders to maintain established levels. Operates a personal computer to enter data into a pre-established program;
* Responsible for cleanliness and efficient space utilization of stockroom area. Must develop efficient storage methods for the safekeeping of a varied inventory including scientific and vocational training equipment;
* Receives, examines and records the receipt of goods; stores goods in proper storage places; receives delivery orders; withdraws goods from stock, checking for required commodity size and lot; posts incoming and outgoing commodities to perpetual inventory records;
* Logs incoming and outgoing shipments noting date of receipt/shipment, contents, and destination; inspects quantity and quality of commodities to insure conformance to specifications; accepts or rejects goods as indicated; completes a receiving report noting partial or damaged shipments;
* Assembles and packs shipments; contacts transportation companies to arrange for shipping; oversees and assists the proper loading of goods;
* Initiates requisitions for replenishment of stock on the basis of supplies on hand and departmental use; reviews inventory records and the utilization of supplies in order to avoid over-stoking items having a low turnover rate;
* Operates a forklift, hand truck or other storeroom equipment to move oversized and heavy materials;
* Knowledge of storeroom methods and procedures;
* Knowledge of various kinds, grades, and uses of supplies;
* Knowledge of transportation agencies and shipment methods;
* Knowledge of inventory control systems and procedures;
* Ability to keep inventory and stores records;
* Ability to pack goods properly for shipment;
* Ability to follow oral and written instructions;
* Delivers goods to various areas on campus by either carrying them on foot or using school vehicle;
* Operates school vehicle both on and off campus for the pick-up and delivery of goods;
* Requires lifting of item weighing up to 70 lb.;
* Sufficient physical condition to permit the lifting and moving of heavy objects;
* Operates a personal computer to enter data into a pre-established program; and
* Performs other related duties as assigned.

*Application materials must include a cover letter, a current resume, and academic transcripts. Send applications to Heather Burky, Attention Stock Clerk, Thaddeus Stevens College of Technology, 750 East King Street, Lancaster, PA 17602 or burky@stevenscollege.edu. Applications will be reviewed upon submission and postings will remain open until the positions are filled.*

*Thaddeus Stevens College of Technology is a residential, two-year technical college that serves economically disadvantaged as well as tuition-paying students. The college prepares students for skilled employment in a diverse, ever-changing workforce and for full, effective participation as citizens of the community, the Commonwealth, and the nation. Committed for over a century to lifelong learning, inclusiveness, and community outreach, Thaddeus Stevens College of Technology dedicates itself to the development of Pennsylvania's technical workforce.*

*Thaddeus Stevens College of Technology is an Affirmative Action and Equal Employment Opportunity Employer. Women and minorities are encouraged to apply. For information about the college, visit our web site at www.stevenscollege.edu.*