



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	003-4200-002 003-4200-003 003-4200-004	Last Revised:	06/25/2015
Position Title:	Stock Clerk	Department:	Commodities
Reports To:	Tribal Commodities Distribution Representative	Division:	Public Health & Human Services

Primary Function: The Stock Clerk deals with receiving shipments, storing shipment according to USDA specifications, stocking the serving line, and serving clients according to USDA distribution rate, and other responsibilities.

- Job Duties and Responsibilities:**
- Assists the Tribal Commodities Distribution Representative in making decisions about ordering food items for the program through multi shipments and the fresh produce.
 - Unloads shipments in an efficient and timely manner according to set policy and procedure.
 - Assists the Supervisor with counting shipments to make sure there are no overages, shortages, or damage, and ensures that the count is the same as shipping papers indicate.
 - Keeps the warehouse free of debris (box lids, damaged food products, etc.). The warehouse and distribution area floors must be swept and mopped on a regular basis.
 - Pest Control must be completed monthly.
 - Coolers and freezers must be defrosted and cleaned yearly.
 - Keeps a spoilage sheet showing the name and number of any items that are disposed of during the month due to damage or spoilage and assists with the monthly inventory of all food items remaining in the warehouse.
 - Follows all policies and procedures for distribution of food and is able to meet and greet the public in a friendly manner since they will be working with participants one on one; also, computer knowledge is a must to be able to use the AIS (Automated Inventory System) program for the distribution of foods.
 - Follows all policies and procedures for the TEFAP (Temporary Emergency Feeding Program); completes on site certification, making household verifications, and distributing TEFAP products for the Qualla Indian Boundary. Assists in the physical inventory of the TEFAP products after the distribution to help complete the reports.
 - Answers the phone in a professional manner, taking and delivering messages to office staff, running errands to other tribal offices, and taking and picking up office mail at post office and tribal council house as requested by Supervisor.
 - Drives a forklift in a warehouse setting.
 - Other duties as assigned.

Education /Experience: High School Diploma or GED required. Training will be conducted by the Safety Director in areas of Forklift Safety, Driving Safety, Fire Extinguisher Safety, and Warehouse Safety. All Stock Clerks must have their forklift certification.

Job Knowledge: The Stock Clerk must have some working knowledge of warehouse procedures. They should possess the ability to operate a forklift and drive a two-ton commercial type truck, which is used at the satellite distribution points. Good housekeeping practices and knowledge of mathematics would also be beneficial. Required certification in First Aid and CPR training plus knowledge of

the State Emergency Response Plan for local office. The ability to use a calculator and a computer are necessary. The Stock Clerk must have the ability to deal with the public in working in a public service program. The Stock Clerk must have a valid NC driver's license.

**Contact with
Others:**

In absence of other staff, the Stock Clerk may be required to answer the phone in a professional manner, take messages and or assist clients with questions. If needed, the Stock Clerk will make appointments for deliveries of USDA foods. May also give out applications or accept completed applications and tell the clients when they should return for assistance.

**Mental /Visual
/Physical Effort:**

Should have the ability to lift a minimum of 50 pounds properly.

**Responsibility for
Accuracy:**

The Stock Clerk must maintain a calendar type record which shows the number of clients assisted on each day and a case number for each distribution. At the end of each month a complete inventory must be taken of all food items remaining in the warehouse. The Stock Clerk is involved in taking the physical inventory that is compared to the computer inventory.

**Responsibility for
Safety /Equipment:**

Maintains the warehouse and distribution area in a clean, orderly, and safe manner and notifies Supervisor of any issues that require repair services or of supply shortages. Equipment must be checked weekly to insure proper working order. The fire extinguishers must be checked monthly. A daily safety check sheet must be completed regarding the forklift. A safety check sheet is also completed prior to driving the NCDA vehicles for each satellite distribution.