



POSITION OPEN

DATE: 3/21/23
DEPARTMENT: McAuley
POSITION: Storeroom Clerk
DIRECTOR: Cynthia Primar
PHONE: 773-273-4744

QUALIFICATIONS:

- Accepts all deliveries from delivery services at dock door and put the stock/delivery away in the storage room.
- Maintain proper levels of hygiene and medical supplies in storeroom in accordance to Kanban system.
- Observe proper stock rotation procedures, ensuring rotation by expiration and use of Kanban system.
- Maintain cleanliness and sanitation in storeroom at all times while ensuring clear walkways in the storage area and delivery dock.
- Responsible for removal of garbage at beginning and end of shift, from the storage room. This would include delivery boxes once empty and skids.
- Perform other tasks as assigned related to delivery and stocking of supplies.
- Ability to follow oral and written instructions.
- Ability to lift up to 70 lbs.
- Basic housekeeping knowledge. (sweeping and mopping of storage room and delivery area)
- Ability to carry out daily schedule.
- Deliver supplies to all areas of the McAuley building.
- Part-time position, working a variety of hours, every other weekend.
- Pick up delivery, as needed, from main building or purchasing department on campus.
- Adheres to scheduled hours in position

PLEASE SUBMIT LETTER OF INTENT TO HUMAN RESOURCES BY 3/31/23.

ALL CANDIDATES WHO ARE IN GOOD STANDING AND MEET QUALIFICATIONS WILL BE CONTACTED.

750.150.