

SAC & FOX CASINO POSITION DESCRIPTION

POSITION TITLE: Shipping/Receiving/Inventory Clerk

DEPARTMENT: Facilities, Finance, or Food and Beverage

STATUS: Full Time, Regular

SALARY RANGE: 13

LEVEL OF RESPONSIBILITY: Reports to Facilities Director, Purchasing Manager, or Food and Beverage Director

DESCRIPTION OF WORK:

Maintain warehouse facility to track inventory levels, provide for efficient receipt and recording of deliveries, and maintain area security.

SPECIFIC RESPONSIBILITIES:

1. Receive and store equipment, parts and supply deliveries. Check deliveries to insure items ordered are delivered in good condition.
2. Develop and maintain an inventory system to track receipts, disbursements, departments receiving supplies and equipment, and initiate reorder of standard supplies to prevent depletion of stock.
3. Keep the warehouse area secured and monitor access to authorized persons.
4. Receive requests for supplies, verify authorization, record disbursement and deliver items to requesting party in a timely manner.
5. Keep the warehouse area neat and orderly at all times.
6. Perform preventative maintenance on warehouse equipment to keep it in good working order. Schedule equipment repairs as necessary.
7. Perform other duties as required.

MINIMUM QUALIFICATIONS:

EDUCATION: High School Diploma or G.E.D.

EXPERIENCE: One-year experience in storeroom or warehouse operations.

KNOWLEDGE/ABILITY/SKILLS:

Knowledge of inventory system development.
Ability to follow written and oral instructions.

Ability to communicate effectively orally and in writing.
Ability to develop and maintain effective relationships with coworkers, vendors and the public.
Ability to lift up to 60 pounds repetitively.
Knowledge of safety standards in a warehouse environment and in the operation of warehouse equipment.
Ability to operate a fork lift.

NECESSARY SPECIAL REQUIREMENTS: Must be 18 at time of hire. All employees must successfully pass a background investigation to be employed by the Casino. Responsible for compliance with the Casino's Internal Control Policy & Procedure as it relates to the positions' stated job description.

OCCUPATIONAL HAZARD: All employees will be exposed to an environment that contains excessive noise, smoke and stress.

This description is an accurate representation of the duties and requirements of the position.