

Warehouse Clerk

Title: Warehouse Clerk	FLSA Status: Non - exempt	Shift: As Assigned-Varies Weekends /Overtime may be necessary
Reports to: Warehouse Manager	Department: Warehouse	Employment Status: Full -Time /Part time
Supervisory Responsibilities: No	Location: Durham, NC	Date Created/Last Evaluated: April 2021

Summary

This position performs manual and clerical work in the ABC warehouse including receiving, storing and distributing products and supplies and routinely maintaining the appearance and functionality of the warehouse facility, vehicles and exterior grounds. A major expectation of this position is to receive and deliver products accurately, safely and efficiently and to provide excellent service to Durham County ABC stores.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential functions satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

- High school degree; GED required.
- Must be at least 21 years old
- A valid NC Driver’s license and a safe driving record.
- Some experience in the acquisition, issuance and inventory of stock and supplies preferred.

Knowledge, Skills and Abilities

- Some knowledge of modern storeroom and inventory practices.
- Ability to count and inspect a variety of materials accurately and thoroughly. Math skills required to analyze accurate quantities.
- Physical ability to frequently lift, stack and move substantial quantities of heavy items, with weights of approximately sixty (60) pounds each.
- Ability to drive light commercial automotive equipment.
- Ability to discern product codes and names and complete various inventory forms.
- Effective interpersonal and communication skills for working cordially and cooperatively with a wide variety of people including Durham County ABC management, staff, and customers.

Supervisory Responsibilities

N/A

Essential Functions

Receives and Stores Inventory

Receives deliveries made to ABC warehouse. Lifts, stacks, and rolls liquor inventory to designated storage areas, accurately, safely and efficiently.

Prepares and Delivers Inventory

Accurately prepares inventory for distribution to stores by reviewing store orders, identifying products in warehouse, picking and loading appropriate quantities. Delivers liquor and supplies from the warehouse to store locations or administrative offices. Product distribution and handling must be done accurately, safely and efficiently.

Verifies Quantities

Verifies the accuracy of receipts and deliveries of liquor shipments by matching physical quantities against written lists.

Assists Inventory Counts

Assists with periodic inventory counts, performing tasks as directed.

Maintains Facility and Equipment

Performs routine facility, lot and vehicle cleaning and maintenance tasks as directed.

Additional Responsibilities

- Performs other related duties as assigned by the Warehouse Manager or Assistant Warehouse Manager.

Physical Demands

- Ability to frequently lift and handle heavy items - See DCABC Physical Requirements sheet
- Minor facility clean up (interior/exterior) to ensure clean and neat appearance at all times

Work Environment

- The position works mainly in a non-air-conditioned warehouse environment. On a routine basis, position is required to travel to and work in/visit ABC stores and other offices.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time. Furthermore, Durham ABC fosters a diverse, equitable and inclusive (DEI) environment for all employees. Our expectations are for all employees to understand our vision as it relates to DEI and we encourage employees to be engaged in any organizational DEI initiative and bring any concerns to management.

Acknowledgements and Approvals

Employee Signature	(Print Name)	Date
Manager Signature	(Print Name)	Date
General Manager Signature	(Print Name)	Date