

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 573-222-1509-001	Date:
Class: Stock Clerk – Food and Nutrition Services	Name:
Under the direction of the Materials & Stores Supervisor, the Stock Clerk will receive, label, store, organize, and distribute incoming and outgoing goods and supplies and process inventory paperwork for the Food and Nutrition Services Department.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
45%	Issue supplies and process necessary paperwork as directed by supervisor. Deliver supplies, keep stock control records, receive incoming goods and supplies, and check orders to determine damage and quantity amounts. Count, label and stock inventory items. Complete necessary filing.
35%	Assist with the inventory. Input documents, warehouse inventory, and various related information on the computer. Clean and sanitize the storage areas/ freezer/refrigerator. Keep orderly and stocked accurately, i.e. First In First Out (FIFO). Organize accessibility of supplies. Notify supervisor of food supplies that are nearing expiration dates to avoid potential waste. Follow all food safety guidelines to guard against contamination and ensure all products are safe for consumption.
10%	Assist with follow-up on problems and shipment issues. Assist the supervisor with purchase estimates and purchase orders. Keep running balances on food supplies. Comply with all applicable local, state and federal regulations. Perform routine housekeeping tasks required to maintain a safe and clean work area.
5%	Attend in-service training classes and regular monthly staff meetings.
	Working overtime is a requirement of this position.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; check items received to purchase orders; prepare various forms; proofread documents.					X
HEARING: Answer telephone; communicate with Administration; department managers; department staff; provide verbal information.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Distribute supplies throughout the home; unload delivery trucks.					X
SITTING: Work station; meetings; training.				X	
STANDING: Distribute supplies, load and unload items received from vendors.				X	
BALANCING: Step ladder.				X	
CONCENTRATING: Count, label and stock items in the warehouse for inventory. Pull and deliver supplies.					X
COMPREHENSION: Understand resident needs; laws, rules, regulations; policies and procedures; content of meetings, trainings and work discussions.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules, and processes with minimal guidance.					X
LIFTING UP TO 10 LBS:					X
LIFTING 10-25 LBS:				X	
LIFTING 25-50 LBS:			X		
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.			X		
REACHING: Pull/ place various items from/onto the warehouse shelves.				X	
CARRYING: Boxes and supplies.				X	
CLIMBING: Stairs; step ladder.		X			
BENDING AT WAIST: Unload supplies.				X	
KNEELING: In refrigerators, freezer, storage area.				X	
PUSHING OR PULLING: Carts; boxes.				X	
HANDLING: Packages; food, supplies, paper.					X
DRIVING: Forklift; special events.		X			
OPERATING EQUIPMENT: Forklift, pallet jacks; telephone, fax machine, copy machine and computer.				X	
WORKING INDOORS: Storeroom.				X	
WORKING OUTDOORS: Deliveries; special events.				X	
WORKING IN CONFINED SPACE: Refrigerator, freezer, file, supply, storage rooms, etc.		X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____