



Job Description: Inventory and Material Clerk

Alternative Titles: Inventory Clerk, Material Handler

Revised: February 11, 2019

Department/Business Unit: Yard & Fleet

FLSA Classification: Non-Exempt

Timesheet Group: Yard

Reports To: RMC/Inventory Coordinator

General Purpose: Manually move freight, stock, or other materials or perform general labor.

Work Schedule: Office hours are 8:00 a.m. to 5:00 p.m. M-F.

Responsibilities & Duties

- Move freight, stock, or other materials to and from storage or production areas, loading docks, delivery vehicles, or containers, by hand or using trucks, tractors, or other equipment.
- Sort cargo before loading and unloading.
- Attach identifying tags to containers or mark them with identifying information.
- Read work orders or receive oral instructions to determine work assignments or material or equipment needs.
- Examine shipment contents and compare with records, such as manifests, invoices, or orders, to verify accuracy.
- Record shipment data, such as weight, charges, space availability, damages, or discrepancies, for reporting, accounting, or recordkeeping purposes.
- Pack, seal, label, or affix postage to prepare materials for shipping, using hand tools, power tools, or postage meter.
- Stack material in locations using pallets.
- Record numbers of units handled or moved, using daily production sheets or work tickets.
- Stage materials for work crews
- Install protective devices, such as bracing, padding, or strapping, to prevent shifting or damage to items being transported.
- Attach slings, hooks, or other devices to lift cargo and guide loads.
- Maintain equipment storage areas to ensure that inventory is protected.
- Adjust controls to guide, position, or move equipment, such as forklifts or skid steers.
- Guide loads being lifted to prevent swinging.
- Wash out cargo containers or storage areas.
- Pack containers and re-pack damaged containers.
- Carry needed tools or supplies from storage or trucks and return them after use.
- Pack and unpack items to be stocked on shelves in stockrooms, warehouses, or storage yards.
- Store items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas.
- Examine and inspect stock items for wear or defects, reporting any damage to supervisors.
- Receive and count stock items, and record data manually or using computer.
- Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment.
- Verify inventory computations by comparing them to physical counts of stock and investigate discrepancies or adjust errors.
- Issue or distribute materials, products, parts, and supplies to customers or coworkers, based on information from incoming requisitions.
- Dispose of damaged or defective items or prepare items for return to vendors.
- Clean and maintain supplies, tools, equipment, and storage areas to ensure compliance with safety regulations.
- Keep records on the use or damage of stock or stock-handling equipment.
- Work within company policy as outlined in the HJC Farms Employee Handbook and in compliment with the HJC Farms Human Resources Policy Manual, HJC Farms Safety Manual and OSHA Safety rules
- Perform other duties as assigned

Required Education

- High School diploma or GED equivalent preferred

Required Experience

- 0-6 months of inventory or material handling experience preferred.

Required Skills/Licenses/Certifications

- Basic spreadsheet skills
- Organizational skills
- Read, write and communicate using English language sufficient to perform job functions (other preferences will be given for special language skills where there is a business need)

Supervisory Responsibility

- This position does not have any supervisory responsibility.

Physical Demands & Working Conditions

The primary physical demand characteristic of the position is classified as Heavy. Exposure to environmental conditions includes extreme cold, extreme heat, temperature changes, moisture and humidity, and construction noises and hazards.

- The constant physical demands of the position are talking and hearing.
- The frequent physical demands of the position are standing, walking, sitting, and eye/hand/foot coordination.
- The occasional physical demands of the position are lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, grasping, feeling, and repetitive motions.

Travel Requirement

- This position does not have any travel requirements.

Required Personal Protective Equipment

Employees must use hard hats, eye protection (ANSI Z87), hearing protection (where required), safety-toe protective footwear (ANSI Z41), reflective vest, shirt, or pant cuffs (for nighttime work), and gloves as required by industry/construction safety standards or as deemed necessary by Company safety policy and procedure. Other personal protective equipment may be required for specific projects and/or clients.

Equal Opportunity Statement

HJC Farms is an equal opportunity employer. HJC Farms strives to recruit and employ the most qualified personnel and provide equal opportunities for advancement, including promotion and training, without regard to race, color, religion, gender, national origin, sexual orientation, citizenship status, veteran status, and, to the extent provided by law, age, marital status, disability or any other protected class as defined by federal, state or local laws. HJC Farms is committed to a workplace free from harassment, intimidation, and coercion at all sites and in all facilities where employees are assigned.

Candidate/Employee Review Acknowledgement

I acknowledge that I have read the Job Description and I understand what would be expected of me. The Company reserves the right to change or reassign job duties or to combine positions at any time. This Job Description does not constitute a contract of employment.

Candidate/Employee Signature

Date

Printed Name