

# Employee Requisition Form

**Position to Be Filled:** Warehouse Attendant – part time

**Purpose:** *Under the direction of the Purchasing Manager, assist in record keeping and storage of incoming goods.*

**Required Qualifications / Essential Duties:**

- Compile and maintain records of quantity, type and value of materials, equipment, merchandise, or supplies stocked in storeroom.
- Count material, equipment, merchandise, or supplies in stock and post totals to inventory records.
- Verify computations against physical count of stock and adjust errors in computations or count; investigate and report reasons for discrepancies.
- Maintain stock rotation and dispose of and account for outdated stock.
- Operate forklift, hand trucks or other equipment to store goods
- High School Diploma or GED
- Minimum 1 year of warehouse or store room experience
- Ability to operate hand truck and forklift
- Good organizational and planning skills
- Ability to lift, carry or move 50 lbs.

**Reports To:** Warehouse Manager

**Starting Rate of Pay:** D.O.E

**Approximate Hours:** less than 29

**Date Needed:** ASAP

**Filling Deadline:** Open Until Filled

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Recruitment Representative  
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Date Posted