

Temporary Assistant Stock Clerk
North Carolina A & T State University

Direct Link: <https://www.AcademicKeys.com/r?job=160368>

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Posted Jun. 10, 2021, set to expire Oct. 10, 2021

Job Title Temporary Assistant Stock Clerk
Department Temporary Employment
Institution North Carolina A & T State University
Greensboro, North Carolina

Date Posted Jun. 10, 2021

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Part-Time/Temporary Staff

Academic Field(s) Facilities/Maintenance/Transportation

Job Website <https://jobs.ncat.edu/postings/22464>

Apply By Email

Job Description

Preferred Years Experience, Skills, Training, Education

- High School Diploma or stock clerk experience.
- Stock clerk work, general work in facilities area.

Primary Purpose of Position

- To assist in the warehouse with all stock clerk duties.
- Respond to outstanding facilities issues and summarize findings to supervisors.
- Tag and record Housing furniture equipment and property.
- Move and repair furniture and appliances; able to lift 50 pounds.
- NC Driver License with acceptable record.
- Inspect and maintain Housing furniture equipment and property.
- Assist in disbursement of property and supplies.
- Assist in proper disposal of surplus Housing and Residence Life property.

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- Establish, maintain and communicate effective practices, and procedures related to inventory, maintenance, facility and keeping supervisor(s) and stakeholders informed as appropriate.
- Regularly communicate project goals to appropriate stakeholders and supervisor(s).
- Track project progress listing critical and specific details and tasks for success.
- Timely respond to radio and communication calls.
- Can be reached at all times during work hours.
- Contact supervisor for life threatening or emergency situations.
- Respond to emergency situations when contacted.
- Follow appropriate University Housing and Residence Life purchasing and requisition guidelines.
- Demonstrate cost consciousness and complete projects efficiently.
- Regularly identify cost-cutting opportunities.
- Complete reports and time sheets and submit at times requested with few revisions.
- Keep accurate records of facility concerns by building and/or other categories as needed.
- Keep accurate records of property concerns by categories as needed.
- Work with and support team members.
- Other related duties as requested by supervisor.
- Position required to work during periods of adverse weather or other emergencies.

Primary Function of Organizational Unit

The primary purpose of the Housing and Residence Life department is to provide housing accommodations and a certain quality of life for approximately 3900 students. To provide living accommodations which are clean, safe, healthy, and comfortable while enhancing a certain quality of life, which supports the academic mission of North Carolina A&T State University. The Residence Life program is designed to provide an environment which supports students in their academic pursuits, encourages interpersonal development, and offers opportunities for individual growth and challenge. To provide a quality of life for on campus students through a clean, safe, educational environment. Responsible for the overall leadership and management of all residence halls, the assignments of rooms, occupancy status of halls, housekeeping needs, maintenance concerns, and budgets, including operating and programming.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact



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