

POSITION PROFILE

Title: Stock Worker: Rate of pay \$7.25\hour

Location: Cornell Commons/Sodexo Dining Hall

Position Summary: *Describe the positions purpose and overall role in the organization. Identify major job objectives and initiatives.*

- Receives, lifts, moves, stores, issues, counts, sorts, weighs and verifies items on requisitions or invoices.
- Returns damaged items or other items to vendors that do not meet Sodexo specifications.
- Fills orders, issues supplies from stock and rotates stock to insure freshness..
- Maintains cleanliness and orderliness of storage areas by sweeping and mopping
- Provides security for all stock in the storeroom and/or refrigerator/freezer.
- Follows all safety requirements of Sodexo, the facility, local, state and federal jurisdictions.
- May move or transport materials or supplies to other departments using hand or industrial trucks.

Typical Knowledge and Skills: *Identify the qualifications to competently perform the job. List any language(s), software or registrations required to perform this job. Please describe the typical writing, speaking and presentation skills required for this job and identify the audience.*

Applies basic skills and may develop advanced skills using tools and equipment appropriate to the position. Ability to effectively communicate and receive information in a manner easily understood by fellow employees.

Typical Requirements

- Education or Equivalent
- Supervisor/Managerial Experience: No experience required
- Function Specific Experience: No previous experience required
- Certification Requirements: May require a valid state driver's license.

Supervision: *Identify the level of supervision received and provided.*

Supervision Received: Works under direct supervision of a student manager or operations manager and follows standard procedures and written instructions to accomplish assigned tasks.

Supervision Provided: None.

Working Conditions: *Describe the physical environment in which the job works and any special physical qualifications required (safety hazards, visual/hearing acuity or unusual conditions).*

Work is performed in an area that is adequately lighted and ventilated.

Physical Demands: Specific physical characteristics and abilities are required to perform the work, such as agility, dexterity, and long periods of walking, standing, bending, carrying or lifting supplies and equipment weighing 50 pounds or more. Wears protective clothing required by the work environment or governmental regulations