

**STOCK CLERK**  
**DLA DISTRIBUTION – SAN DIEGO, CA**

**Reports to:** Warehouse Lead, Warehouse Supervisor, Management  
**Supervises:** N/A

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**JOB SUMMARY:**

Stock Clerks are responsible for a wide variety of job responsibilities covering all facets of a warehouse and distribution center environment supporting activities that include receiving, storing, packaging, inventory and issuing. Adheres to audit readiness requirements and associated contract requirements.

**PWS C-1.3.2 CONTRACT REQUIREMENTS:**

The Stock Clerk receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. This worker sorts, or weighs incoming articles to verify receipt of items on requisition or invoice, examines stock to verify conformance to specifications, stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material, fills orders or issues supplies from stock, prepares periodic, special or perpetual inventory of stock, and requisitions articles to fill incoming orders. This worker also compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments, may mark identifying codes, figures, or letters on articles, may distribute stock among production workers, keeping records of material issued, may make adjustments or repairs to articles carried in stock, and may cut stock to site to fill order.

**JOB DUTIES AND RESPONSIBILITIES:**

1. Understand and meet established productivity and quality control goals associated with assigned functional area / process.
2. Understand and use the Government provided Warehouse Management System (WMS) and other Government Data Systems to perform the requirements of the Performance Work Statement (PWS).
3. Follow established guidelines in performing day-to-day routine tasks as outlined in Standard Operating Procedures (SOPs)/Job Breakdown sheets (JBS), Technical Manuals, and Audit Readiness standards.
4. Understand the Acceptable Performance Levels (APL's) associated with assigned functional work areas / process and work expeditiously to meet contractual and team goals.
5. Adhere to Government and Company policies and procedures.
6. Demonstrated ability to understand and execute all the Various aspects of storage management functions as assigned:
  - a. Receiving Functions (Receiving & Induction) - Primary Responsibilities: Verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records.
  - b. Checking for damaged goods; insuring that goods are appropriately identified for routing within the facility, preparing and keeping records of goods received. Ensuring correct System induction utilizing WMS IAW established SOPs. Entering and Updating correct information to include Global Weight and cube for each item at time of receiving.
  - c. Warehouse (Stow and Storage) - Primary Responsibilities: Stow Receipts inappropriate storage areas and locations. Ensure stock material is accurate and stored properly. Ensure material is properly packed and preserved and ready for issue. Comprehend and understand the facility storage plan as outlined by management and SOPs. Gather and report information about stock in stock in storage as required.

- d. Requisition Processing - Primary Responsibilities: Pick and Pack Customer requisitions/orders as generated by warehouse management system. Verifying picks and packs are accurate as compared to requisition documentation (NSN, quantity, and Condition Code).
  - e. Inventory Verification / Validations – Primary Responsibilities: Perform physical inventory counts (various TPIC) and verify location to stock accuracy.
7. Responsive communication to the Compliance Team (Inventory, Customer Service, and Quality Control) regarding any system discrepancies that cannot be resolved.
  8. Ability to use e-mail to receive and disseminate workload tasks and information.
  9. Ability to communicate in a professional manner with co-workers, site management and CGA regarding operations and policies at the Distribution Center.
  10. Maintain a safe and secure work environment.
  11. Perform other duties as assigned in association with established Management and Contract Compliance Plan, Storage Plan and workload requirements.

### **EDUCATION AND EXPERIENCE:**

High School Diploma (or equivalent).

Successful completion of WMS training, OSHA compliance and DLA SOP training.

### **CONTROLLED PROGRAMS:**

Controlled Programs apply to work areas / work processes that require a Secret / Classified / Elevated Clearance level in order to execute assigned tasks (processes consistent with above mentioned duties and responsibilities).

An employee selected as a viable and qualified candidate to work within the local Controlled Programs must be able to obtain the appropriate Security Clearance access and comply with associated contract requirements.

### **HAZARDOUS MATERIAL (HAZMAT) / RADIOACTIVE MATERIAL (RAM) PROGRAMS:**

HAZMAT / RAM Programs apply to work areas / work process that require Federal / State regulatory certifications in order to execute assigned tasks (processes consistent with above mentioned duties and responsibilities).

An employee selected as a viable and qualified candidate to work within the local HAZMAT / RAM Programs must be able to obtain / pass specific certifications courses (example – AMMO 62 / Radioactive Training, etc.) and comply with associated contract requirements.

### **SUMMARY OF JOB REQUIREMENTS:**

1. Must be U.S. Citizen
2. Possess a valid Driver's License
3. Fluent in speaking, reading and writing the English language
4. Military or DLA Distribution experience a plus
5. Previous experience in warehouse / distribution environment a plus
6. Ability to operate Material Handling Equipment (Forklifts and other)
7. Ability to operate power tools and other industrial equipment
8. Ability to lift 50 pounds unassisted.

### **MISCELLANEOUS / OTHER:**

This job description is meant to be a guide. It is not intended to limit in any way the duties, which a teammate may be required to perform. This job description may be changed at the discretion of the company.

Pay Rate: \$18.86 per hour, \$4.22 H&W per hour