JOB DESCRIPTION

Stockroom Attendant

**Definition of Class**
Incumbent holds a non-supervisory position and is responsible for stocking supplies and maintenance of the stockroom in the Department of Physical Plant. Work is conducted under the general supervision of the Material Control Supervisor.

**Examples of Work Performed**
Unloads incoming supplies and materials in stockroom; verifies quantity of received material against invoices and notifies supervisor of any discrepancies.

Delivers materials to appropriate buildings and facilities of the University, and picks up material to be assembled and stored in stockroom.

Stocks supplies and equipment in accordance with prescribed procedures.

Cleans, sweeps and mops stockroom and other assigned areas.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Stocks supplies and equipment.
2. Maintains stockroom.
3. Delivers and picks up materials.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 100 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
**Motor Coordination:** While performing the duties of this job, the incumbent is occasionally required to stand; walk; sit; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**
Ability to read, write, and understand basic instructions.

AND

**Licensure:**
Must possess a valid driver’s license.

**Background Check Requirements**
This position requires a background check upon hire.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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