



UNIVERSITY of the SOUTHERN CARIBBEAN
Royal Road, Maracas, St. Joseph

CAREER OPPORTUNITY

Applications are invited from suitably qualified individuals *for* the following position:

DEPARTMENT OF FOOD SERVICES

STOREROOM CLERK

JOB SUMMARY

The **Storeroom Clerk** is responsible for maintaining the inventory records of supplies, tools, and equipment. He or she ensures smooth storeroom operations keeping the stock room organized and clean. Participates in teamwork activities in the Department, and contributes to maintaining the strategic pillars of the University. The position requires compliance with established policies and procedures of the Department and a high level of confidentiality. The position holder reports to the Director of Food Services and fulfils a forty-hour workweek on a shift system. He or she must be able to work earlymornings, nights, weekends and public holidays when required.

DUTIES AND RESPONSIBILITIES

- Adheres to proper food handling, sanitation, and safety procedures in accordance with Ministry of Health regulations and quality control standards.
- Maintains optimal personal cleanliness and appearance at all times with the use of hair net and other required apparatus.
- Fosters and maintains a pleasant and professional environment at all times.
- Keeps track of inventory of produce, raw materials, goods, supplies, kitchen appliances and equipment by maintaining a database, updating records to record supplies and materials received and dispensed, conducts physical inventories on a routine schedule, verifies inventory records and corrects discrepancies.
- Coordinates with kitchen staff to identify and determine stock items to be restocked; orders materials needed to restock storeroom and maintains minimum inventory levels.
- Prepares orders for purchases in consultation with supervisor.
- Answers and places telephone calls from and to suppliers and develops and maintains good working relationships with suppliers by reflecting the core values of the University.

- Receives goods/deliveries on behalf of the Department and maintains accurate records of goods received.
- Ensures the store's appearance aligns with the Department's standards and keeps shelves and displays, clean, well-stocked and organized; and decreased risk of accidents.
- Processes returns, exchanges and coupons in a timely manner.
- Prepares departmental expenditure report, product usage report, and other required reports monthly.
- Provides information to Director upon request, for use in making decisions, analysis or reporting to executive.
- Ensures that all items are moved, stacked and stored according to safety protocols, cleans up spills, and adheres to the use of personal protective equipment (PPE) as required.

Other

- Directs activities of student worker(s) who assist(s) with stocking and inventory.
- Works alongside other team members to ensure streamlined service and a commitment to working together to achieve the goals of the Department.
- Implements suggestions within parameter of position and refers more complex concerns to supervisor.
- Attends and participates in meetings called by the Department and University administration.
- Performs other assigned duties commensurate with position.

EDUCATION AND EXPERIENCE

To perform this job successfully, the position holder must be able to perform each essential duty satisfactorily. The position requires:

- A minimum of three (3) O'Level passes.
- Two (2) years' experience in a similar position.
- Must have a current Ministry of Health food badge.
- Proficient computer skills with the ability to update and maintain computer inventory records.
- Ability to read and prepare packing slips and labels.

Physical Requirements:

- Physical endurance to stand and move for an entire shift.
- Must be able to traverse the storeroom quickly and efficiently.
- Physically able to maintain storeroom inventory and cleanliness.
- Must be able to lift up to 30 pounds at a time.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of food safety and quality control standards.
- Ability to read and write; and basic math skills.
- Attention to detail is essential for building and stocking displays according to Department standards.
- Ability to perform quality work while unsupervised.
- Ability to multitask, prioritize and manage time efficiently.
- Ability to understand and carry out both oral and written instructions in an independent manner.
- Ability to work well as part of a team and on individual tasks.

OTHER REQUIREMENTS

- Critical thinking
- Highly organized
- Excellent customer service skills
- Confidentiality, integrity, dependability, and conscientiousness
- Appropriate and professional appearance and demeanour required
- Commitment to the high moral, spiritual, and ethical values of the University

Applications should include a Cover Letter, a detailed Curriculum Vitae, and two (2) written recommendations, including one from current employer. Photocopies of relevant academic qualifications and contact number/s should be forwarded to:

**THE DEPARTMENT OF HUMAN RESOURCES
UNIVERSITY *of the* SOUTHERN CARIBBEAN
P. O. BOX 175
PORT OF SPAIN
TRINIDAD**

Or email us at: hr-recruitment@usc.edu.tt

Applications should be received no later than **September 23, 2022.**

The University wishes to thank all applicants for their interest; however, only short-listed applicants will be contacted.