

Utility Clerk Job Description

Our company is looking for an utility clerk. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for utility clerk

- Drives vehicles for delivery of supplies to designated locations
- Operating fork lift to move supplies in warehouse and the casino
- Assist with Receiving as assigned
- Assist the upholstery shop as needed
- Material Shipping & Receiving
- High school diploma or State-issued equivalency certificate plus 2 years of Gallo Winery manufacturing, shipping/receiving, or warehouse operations experience reflecting increasing levels of responsibility
- Skilled in the use of MS Word, MS Excel, MS Powerpoint and MS Outlook at a basic level
- Monitor inventory levels of assigned par location on a daily basis with use of electronic handheld devices
- Pull and deliver non stock requests on a daily basis
- Put stock away in an orderly fashion

Qualifications for utility clerk

- Operate forklifts and other lifting equipment to safely load and unload trucks
- Safely move material from racks to the saw and visa-versa
- Keep accurate physical inventory
- Keep accurate inventory records on paper and in the computer system
- Write legibly, on both material and documents
- Capable of making appropriate decisions with frequent interruptions

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ML Morrison



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