

## **CASUAL SUPPLY WAREHOUSE CLERK**

**Location: Cape May, NJ**

**Hourly Rate: \$10.25- \$11.50**

**Opening Date: April 3, 2018 Closing Date: Until filled**

### **I. POSITION SUMMARY**

This seasonal/casual position is responsible for clerical assistance and fulfilling material and supply orders at the Cape May Warehouse. This position is responsible for receiving, unloading, unpacking, checking, moving, storing, inventory, and distribution of materials under direction of the Warehouse Supervisor. Applicant must be willing and available for duty at all designated hours, and may be required to work additional hours in order to maintain continuous operation. This casual position is part-time with no guaranteed minimum number of hours, nor are there any guaranteed assignments.

### **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Unloads delivery trucks and moves supplies and materials using pallet jacks, forklift, and hand carts and moves inventory to designated areas
- Conducts physical inventory of supplies and assists with inventory and supply records
- Fills supply orders as requested in a timely and orderly manner
- Responds to requests at the Warehouse counter and by telephone
- Maintains a clean and safe work area and stocks shelves and bins and handles other counter and clerical duties as assigned

### **III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Basic skills and knowledge related to maintaining inventory and supply records
- Customer service skills to process orders in a friendly and efficient way, including co-workers, vendors, drivers, and sales representatives
- Ability to quickly learn and follow all safety procedures
- Ability to do manual labor including bending, reaching, carrying and frequent lifting of items up to 50 lbs.
- Ability to learn to operate equipment for safe moving, lifting and storing heavy objects, including pallet jacks, and forklifts
- Ability to read and understand Material Safety Data Sheets (MSDS)

- Basic computer skills to look-up and enter data, and follow procedures

#### **IV. MINIMUM QUALIFICATIONS**

- Must be at least 18 years old
- Must have high school diploma or equivalent or equivalent experience
- Must be in good physical condition and capable of performing all tasks

#### **V. LICENSES, REGULATIONS AND CERTIFICATES**

- Valid driver's license
- Valid TWIC (Transportation Worker Identification Card)  
(Process to obtain is guided by the Cape May-Lewes Ferry)

#### **VI. ADDITIONAL REQUIREMENTS**

- Subject to a background investigation
- Subject to pre-employment drug testing
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay

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**Interested applicants may apply on-line at [www.drba.net](http://www.drba.net)**