

Lorain County Board of Developmental Disabilities

**Murray Ridge Center**

1091 Infirmary Road • Elyria, Ohio 44035

**POSITION OPENING**

**STORES CLERK**

**Location:** Murray Ridge Center

**QUALIFICATIONS**

**Minimum:**

High school diploma or GED. Experience in shipping/receiving including work flow to areas, inventory control and commercial shipping regulations. Strong organizational skills, critical thinking and problem solving ability. Excellent communication skills including ability to work as part of a team. Cooperative and able to establish rapport with diverse individuals.

Must have a valid Ohio driver's license and an insured, personal vehicle for use on agency business. Must able to drive a non-commercial box truck. Must have and maintain a good driving record. Must demonstrate continuous satisfactory job performance. Must have a record of reliable work attendance. Must be able to meet all requirements and obtain all certificates required to perform the job or any aspect of the job, and to access funding for performance of any aspect of the job.

**Preferred:**

Valid commercial driver's license (CDL). Experience in a manufacturing/production environment. Experience in production control as well as scheduling work at multiple sites. Experience in working with the developmentally disabled adult population or in a health-related field. Experience in inventory control and computers. Experience in direct customer contact and quality assurance, operating in a fast-paced environment focusing on quality and total customer satisfaction.

**RESPONSIBILITIES**

Handles raw material, work in progress and finished goods in order to facilitate efficient material and product flow between the work centers and/or community sites of the Lorain County Board of Developmental Disabilities. Stoops, bends, pushes, pulls, reaches and lifts heavy materials to or from floor to table heights.

Operates material handling and/or mechanical lifting equipment, e.g., hand trucks, fork lifts/tow motors, barrel handlers in a safe and courteous manner. Drives agency and/or Murray Ridge Production Center, Inc., vehicles, e.g., vans, pickup trucks, riding tow motors, less than 26,000 GVW truck, rental trucks.

Receives, inspects and verifies materials, including customer requested quality assurance, equipment and supplies against packing slips and/or purchase orders in order to insure accuracy of count and quality/condition of product. Files any and all records. Accurately and efficiently completes receiving documents; communicates material count/discrepancies to appropriate agency staff and contract company. Prepares product for shipment.

Completes and maintains accurate, complete and current physical inventory of agency, MRPC, Inc., and/or customer product, e.g., consumable supplies, materials, tools, completed or work-in progress, machinery and equipment.

Coordinates the schedule of deliveries, e.g., trucks and vans by communicating effectively and positively with company representatives, staff and supervisors.

Maintains MRPC, Inc./agency material handling equipment, vehicles and tools, in cooperation with Director.

Requisitions supplies/materials necessary for continuity of operations. Operates a variety of office machinery, e.g., copier, FAX, computer, calculator, etc.

Maintains safe work environment. Communicates effectively and positively with company representatives, Board staff and supervisors.

Performs custodial duties, as assigned.

Promotes agency mission and communicates to public in a positive and constructive manner. Attends meetings, presentations, etc., at times and places as required.

**HOURS:** Monday-Friday 6:30 am-2:30 pm; flexible as needed. Location of work will vary as required by agency needs.

**SALARY:** Level 4

**PROBATION:** 280 calendar days (initial); 90 calendar days (non-initial)

**CLICK [HERE](#) TO COMPLETE AN EMPLOYMENT APPLICATION**

This agency supports the full intent and goals of Equal Employment Opportunities and insures that all employees and applicants will be afforded equal opportunities for appointment, promotion, training, career advancement and recognition without regard to mental handicap, physical handicap, sex, race, color, religion, national origin, age or political affiliation.