Cornell University Staff Compensation Program Generic Job Profile Summaries

Compensation Services

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Auxiliary Services Job Family: Stock Keeper Progression

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity.

GENERIC JOB PROFILE SUMMARIES

Stock Keeper II INDIVIDUAL CONTRIBUTOR	Stock Keeper III INDIVIDUAL CONTRIBUTOR
Monitor and maintain appropriate inventory levels of stockroom goods and supplies	Monitor and maintain appropriate inventory levels of stockroom goods and supplies
Supervise and/or carry out packaging and shipping of goods and materials using UPS, USPS, and other carriers	
Maintain computerized records of stockroom activity	
Be responsible for proper billing on all outgoing supplies	Direct the ordering, receipt, pricing, and distribution of goods
Establish priorities for stockroom work activities	Supervise the activities of junior Stock keepers
	Prepare product specifications for competitive bidding
	Develop, document, and revise policies and procedures

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10869 STOCK KEEPER II, BAND B	10870 STOCK KEEPER III, BAND C
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	High school Diploma and up to 2 years relevant experience or equivalent combination	High school Diploma and 2 to 4 years relevant experience or equivalent combination
IMPACT	Affects immediate department	Extends beyond department
CONTACTS - INSIDE	Assists others Cooperation of task completion Handle confidential information	Assists others Cooperation of task completion Handle confidential information
CONTACTS - OUTSIDE	Straightforward business Provide factual information Handle confidential information	Conduct somewhat complex business activities Obtain involved information Provide detailed response
CONTACTS - STUDENTS	Provide information or instruction on policies/procedures	Provide information or instruction on policies/procedures

FACTOR PROFILE	10869 STOCK KEEPER II, BAND B	10870 STOCK KEEPER III, BAND C
SUPERVISION	Students Temporaries On-the-job training	Group leader Full responsibility of students, temporaries, and employees who do similar work Includes recommendations for hiring and performance appraisals
COMPLEXITY	Focus on entire field	Focus on entire field
LEVEL OF DECISION MAKING	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits
FREEDOM OF ACTION	Under general supervision Proceeds alone on regular tasks Refers questionable situations to supervisor	Very general supervision Resolve most problems Accomplish most tasks alone Keep supervisor informed of progress
SUPPORT SKILLS – WRITING	Provide standard responses to inquiries	Provide standard responses to inquiries
SUPPORT SKILLS – COMPUTER	Use business or technical programs for data input or word processing to create documents or reports	Use business or technical programs for data input or word processing to create documents or reports
WORKING CONDITIONS - PHYSICAL	Lift 20 to 50 lbs.	Lift more than 50 lbs.

FACTOR PROFILE	10869 STOCK KEEPER II, BAND B	10870 STOCK KEEPER III, BAND C
WORKING CONDITIONS - VISUAL	Normal concentration and visual attention	Close concentration and visual attention
WORKING CONDITIONS - HAZARD	Variable working conditions including exposure to conditions which require handling of animals or mildly toxic plants; chemicals or substances requiring careful use; or equipment requiring close attention. Safety gear may be required.	Variable working conditions including exposure to conditions which require handling of animals or mildly toxic plants; chemicals or substances requiring careful use; or equipment requiring close attention. Safety gear may be required.