



ANNOUNCEMENT OF POSITION OPENING

STOREKEEPER ASSISTANT

Preference will be given to employees on a reemployment SEBAC qualified list

Department: Purchasing
Hours: Part-Time; 20 hours per week
Hourly Salary: \$14.24 for the first six (6) months (\$15.82 thereafter)
Application Deadline: November 20, 2009

Minimum Qualifications Required: Some interpersonal skills; some oral and written communication skills; ability to follow written and oral instructions and to keep simple records.

Duties & Responsibilities: Performs routine stores tasks, with related duties such as recordkeeping, requisitioning, or inventory control; arranges stock in planned fashion; keeps track of stock (basic office and/or teaching supplies) and reports replenishment needs; assists in filling internal supply orders and delivers supplies to the ordering departments and obtains signature acknowledgement of receipt. Receives materials and supplies ordered by the Purchasing Department, unpacks, counts, weighs, inspects incoming materials for damage or non-conformance with purchase orders; wraps, picks, assembles delivered items; and when necessary prepares packages for return through UPS or Federal Express. Cleans and maintains shelves, bins and other storage space; performs housekeeping and security tasks for the receiving/stockroom. May operate simple material handling equipment such as electric pallet jack; assists in keeping inventory of bulk stock (paper, college catalogs, course schedules) that are kept in the receiving area. When there is limited stores work, may spend time performing tasks such as mail and messenger services, duplicating and reproduction services and sorting and distributing the USPS mail in the College Mailroom. Performs other related duties as required.

Experience and Training: Any experience and training which would provide the knowledge, skill and abilities listed above.

Special Requirements: Incumbent in this class may be required to possess an appropriate current license during employment.

Physical Requirements: Incumbent must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. A physical examination may be required.

Working Conditions: Incumbent will be required to lift moderate to heavy weights; may be exposed to weather conditions and may be required to safely handle hazardous materials/chemicals.

TO APPLY: Submit State Application (PLD-1) which may be obtained from the Department of Administrative Services website at www.das.state.ct.us/exam or submit resume to:

Carrie Benyei, Associate Fiscal Administrative Officer
Capital Community College
950 Main Street
Hartford, CT 06103

Capital Community College is an Affirmative Action/Equal Opportunity Employer M/F. Protected group members are strongly encouraged to apply.