

# Catholic Charities of Southeast Texas Job Description

<b>Position/Title</b>	Stock Clerk
<b>Grade</b>	23-N-001
<b>Classification</b>	Full time, Hourly
<b>Category</b>	Clerical/Administrative/Direct Service
<b>Department</b>	Market to HOPE
<b>Date Revised</b>	2026Apr15

## General Description

Handles various tasks related to receiving, inventorying, and storing goods. Loads and unloads outgoing and incoming delivery vehicles. Inspects product for damage, expiration dates, and faults. Labels inventory appropriately to ensure proper rotation and inventory management. Operates relevant equipment and vehicles, as authorized. Maintains and manages cleanliness and safety in work environment. Responsible for assisting with the replenishing of items to the pantry from the warehouse and curbside delivery of groceries into clients' vehicles. Market to HOPE has locations in Beaumont and Winnie, Texas and this position will have rotating assignments at both locations.

## Primary Responsibilities

- Works cooperatively with the Warehouse Associate, receive and store deliveries and donations. Unload delivery trucks and various donations throughout the day.
- Ensure adherence to food handling requirements as established by USDA, state, county, and city health departments, and the Southeast Texas Food Bank. Forward all packing slips, invoices, and other records of all food received to Program Receptionist. Ensure rotation of warehouse and pantry stock as appropriate using the First In/First Out (FIFO) method with the exception of short-dated inventory that should be distributed before product expiration.
- Support Warehouse Associate / Program Director with inventory management to include preparing lists of items needed, counting inventory, organizing storage in warehouse (pallet racks, coolers, and freezers) and market (shelves, coolers, bins), posting needed signage so that merchandise is easily stored and located, complete warehouse and store resets in accordance with food safety requirements.
- Help Warehouse Associate with identifying projects and tasks to be completed by warehouse and store volunteers. Work where needed to ensure the projects and/or tasks are completed within the required timeline.
- Drive agency van to pick up and deliver merchandise.
- Collect and organize items needed for curbside service; work with staff and volunteers to prepare grocery carts before and during curbside service.
- Assist with the checking inventory for any items affected by a product recall. With instruction from the Program Director, assist with the retrieval, return or disposal of product.
- Responsible for replenishing items to the pantry from the warehouse. Help with curbside delivery of groceries into clients' vehicles.
- Assist with routine inspections of the equipment and physical plant to include but not limited to safety, janitorial, security, refrigeration, and plumbing to assure a clean and safe environment for everyone. Report deficiencies or safety risks to Warehouse Associate and Program Director.
- Maintain orderliness and cleanliness of warehouse area and equipment.
- Submit all necessary and appropriate documentation to the Warehouse Associate / Program Director or administrative support services.
- Adhere to all program funding guidelines and CCSETX policies and procedures.
- Maintain Civil Rights and Food Handlers' certifications as required. Attend periodic trainings or workshops

as needed and relative to the position.

### **Secondary Responsibilities**

Perform other duties as required by the Warehouse Associate, Program Director, Vice President of Programs, or President/CEO, such as preparing for, attending and/or supporting special events and projects. Examples include assisting with outreach activities, participating in staff retreats, United Way or other Funders' visits, and agency fairs, as deemed applicable.

### **General Expectations**

- Uphold the principles of Catholic Social Teaching.
- Uphold the mission, vision, and goals of the agency.
- Adhere to all policies and procedures of the agency, department, and program.
- Follow the Code of Ethics for the Catholic Charities USA network of agencies and, inasmuch as they are congruent with these, to follow applicable professional codes of ethics.
- Comply fully with and maintain all relevant licensing, certification, accreditation, and legal standards as required by the agency, HIPAA, and other applicable federal, state, and local laws and regulations.
- Must have adequate, available, reliable transportation. Must provide a copy of valid Texas driver's license and proof of personal automobile insurance.
- Must maintain high-level knowledge required to perform job duties.
- Must treat all stakeholders of the agency with dignity and respect. Demonstrate sensitivity to all cultures. Inspire the trust of others. Work ethically and with integrity.
- Protect and maintain the confidentiality of all personal identifiable information (PII) and all information that may be of a personal or sensitive nature pertaining to employees, clients, donors, volunteers, and/or the overall agency.

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The demands include but are not limited to:

- May need to lift and/or move up to 50 pounds numerous times throughout the day. It is the responsibility of each individual to never lift beyond his or her own safe lifting limit. If an item is too heavy to lift, push or pull, and / or carry, the employee must break the box down into lighter, smaller, more manageable components, or ask for assistance from another employee or volunteer.
- Must be physically strong, agile, and dexterous, and undeterred by heights and adverse climatic conditions.
- Ability to climb ladders, work in refrigerators and freezers.
- Must be able to work in a fast-paced environment. Constant walking, reaching at waist, grasping, frequently pushing / pulling with arms. Ability to stand, reach overhead, reach at shoulder, reach at knee, reach at floor, bend, stoop, squat, crouch, kneel, crawl, climb stairs, climb ladders,-pivot, twist, pinch,

- perform fine motor movements.
- Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.

**Experience, Education, Training, Language**

- Background in grocery store or warehouse inventory/merchandising; building maintenance and/or janitorial service or related experience.
- Must be able to work evenings and weekends.
- Must demonstrate good written and verbal communication skills.
- Must possess strong math skills, analytical, conceptual, and problem-solving skills, and competent at handling multiple tasks within the confines of deadlines.
- Ability to obtain Forklift Driver Certification.
- Ability to safely operate electric and manual pallet jacks.
- Ability to safely operate baler.
- Licensed driver for at least five years with a clear driving record.
- Civil Rights Certification and Food Handler's Certification or ability to obtain these certifications within 30 days of employment.

<b>Supervisory Responsibilities (select one)</b>	<b>YES</b>	<b>✓ NO</b>
<b>Reports to</b>	<b>Jennifer Boudoin, Director Market to HOPE</b>	