

300 - JQR BULK STOREROOM CUSTODIAN

NAME: _____ RATE/RANK _____

This page is used as a record of satisfactory completion of the Job Qualification Requirement (JQR). Only specified supervisors may signify completion of requirements either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this JQR and given a target completion date of _____.

Signature _____ Date _____
(Supervisor)

Trainee has completed all requirements for this Job Qualification Requirement (JQR).
Recommend designation as a qualified BULK STOREROOM CUSTODIAN (JQR-300).

Recommended: _____ Date: _____
(Supervisor)

Recommended: _____ Date: _____
(Division Officer)

Recommended: _____ Date: _____
(Department Head)

Service Record Entry: _____ Date: _____

A. Safety

1. Refer to Appendix A for applicable safety precautions.

B. Security

1. Define the following Group III security requirements:

- a. Padlocks
- b. Deadbolt lock
- c. High security hasps
- d. Hinges and hasps
- e. Emergency Entry Procedures
- f. Car seals
- g. Key control
- h. Theft or fraud
- i. Movement of stock

C. Bulk Storeroom Custodian

1. Explain the procedures for the following:

- a. Receipt/markings
- b. Stowage
- c. Intra-store transfer
- d. Inventory
- e. Sanitation
- f. Manual handling
- g. Storeroom maintenance
- h. Issue and rotation
- i. Ventilation and humidity control
- j. Stowage of flammable materials
- k. UPC maintenance
- l. Breakouts/break backs
- m. Bulk sales

2. Explain the expenditure procedures for the following:

- a. Disposal of survey items
- b. Return of merchandise for credit or cash refund
- c. Issue for ships use
- d. OSO transfer

D. Portable Data Terminal (PDT)

1. What is the purpose and function of the following components?
 - a.
2. How does the PDT interface with the Backoffice?
 - a.
3. How does the PDT interface with UPC codes?

TASKS

Estimated completion - 8 Weeks

1. Receive merchandise.

(Signature)

(Date)

(Signature)

(Date)

(Signature)

(Date)

2. Conduct UPC maintenance on stock.

(Signature)

(Date)

(Signature)

(Date)

(Signature)

(Date)

3. Label received stock.

(Signature)

(Date)

4. Maintain security.

(Signature)

(Date)

(Signature)

(Date)

(Signature)

(Date)

5. Breakout/break back merchandise.

(Signature)

(Date)

(Signature)

(Date)

(Signature)

(Date)

6. Prepare storeroom for inventory.

(Signature)

(Date)

(Signature)

(Date)

(Signature)

(Date)

7. Conduct perpetual inventories.

(Signature)

(Date)

(Signature)

(Date)

(Signature)

(Date)

8. Stow merchandise.

(Signature)

(Date)

(Signature)

(Date)

(Signature)

(Date)

9. Issue miscellaneous expenditures.

(Signature)

(Date)

10. Maintain sanitation.

(Signature)

(Date)

(Signature)

(Date)

(Signature)

(Date)

11. Maintain required documents.

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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12. Rotate stock.

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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13. Dispose unsaleable stock.

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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14. Use car seals to secure storeroom spaces.

_____ (Signature)	_____ (Date)
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15. Properly handle hazardous materials.

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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16. Fire/flooding/chemical spills.

_____ (Signature)	_____ (Date)
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17. Break-in.

_____ (Signature)	_____ (Date)
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18. Emergency entry procedures.

_____ (Signature)	_____ (Date)
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EXAMINATIONS

1. Pass a written and/or oral examination.

_____ (Signature)	_____ (Date)
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