

JOB STANDARDS TEMPLATE – INVENTORY SPECIALIST

	ESSENTIAL FUNCTION	JOB STANDARD	ABOVE STANDARD	FAR EXCEEDED STANDARD
1.	Maintains an accurate inventory of materials, and validates the delivery of quality service.	<p>1. Logs all receipts and distributions within 8 hours. [A Quality Service Standard]</p> <p>2. Examines received goods for accuracy, damage, and integrity, and returns incomplete orders within 4 hours. [A Quality Service Standard].</p> <p>3. Resolves all customer shipping discrepancies within 8 hours [per acknowledgement of customer]. [A Quality Service Standard]</p> <p>4. Conducts and completes an on-site audit of all materials received and warehoused against inventory records during the first week of each quarter [January, April, July, and October].</p> <p>5. Proposes one (1) major operational change to expedite shipping and delivery by no less than 5% each quarter.</p>	<p>4 hours.</p> <p>2 hours.</p> <p>4 hours.</p> <p>3 Days</p> <p>3 Proposals and/or 10-15%</p>	<p>1 hour.</p> <p>1 hour.</p> <p>1 hour.</p> <p>1 Day</p> <p>7 Proposals and/or 25-50%</p>
	JOB STANDARDS MUST MEASURE AND VALIDATE [PROVE] ACHIEVEMENT OF THE ESSENTIAL FUNCTIONS	JOB STANDARDS* MUST <u>ACCURATELY</u> MEASURE A <u>DETAILED</u> ACTIVITY TO BE COMPLETED WITHIN A <u>SPECIFIC</u> TIME FRAME	JOB STANDARDS* MUST EASILY DISTINGUISH HIGHER LEVELS OF PEFORMANCE	JOB STANDARDS* MUST EASILY DISTINGUISH HIGHER LEVELS OF PEFORMANCE

* AS STAFF ELEVATE TO ROUTINELY ACHIEVE ESTABLISHED PERFORMANCE NORMS, JOB STANDARDS MUST CONSTANTLY EVOLVE TO HIGHER LEVELS OF ACHIEVEMENT.