

SCHOOL _____

STUDENT TRAINING PLAN FOR COOPERATIVE EDUCATION

INSTRUCTOR _____ PHONE NUMBER _____

STUDENTS NAME:

ADDRESS:

TOWN: STATE: ME. ZIP: 049

PARENTS NAME:

SOCIAL SECURITY NO:

DOT CODE : 222.387-026 Inventory control clerk/scanner.

GENERAL GOALS FOR THE STUDENT LEARNER: Complies and maintains records of quantity type, and value of material, equipment, merchandise, or supplies stocked in establishment: Counts material, equipment, merchandise, or supplies in stock and posts totals to inventory records, manually with a scanner or using a computer. Compares inventories to office records or computes figures from records , such as sales orders, production records, or purchase invoices to obtain current inventory. Verifies clerical computations against physical count of stock and adjust errors in computation or count, or investigates and reports reasons for discrepancies. Compiles information on receipt or disbursement of material, equipment, merchandise, or supplies, and computes inventory balance, price, and cost. Prepares reports, such as inventory balance, price lists, and shortages. Prepares list of depleted items and recommends survey of defective or unusable items. May operated office equipment, computers, scanners, and bar codes.

OBJECTIVES TO BE COMPLETED BY THE STUDENT LEARNER:

1. Understanding of Inventory control
2. Knowledge of Material Handling
3. Knowledge of Tool Handling
4. Knowledge of Supplies
5. Understanding cost of Inventory on Hand
6. Use of equipment used to complete the task
7. Computer inventory and reorder
8. Setting up for deliveries
9. Importance of keeping area clean for safety reasons
10. Good work habits
11. Acquiring the understanding of the business to become an efficient and productive worker.

SKILLS THE STUDENT LEARNER SHOULD ACQUIRE DURING HIS/HER TRAINING PROGRAM:

1. Marking and Storing Parts
2. Ability to scan bar codes
3. Ability to replace old bar codes with new ones
4. Ability to read and follow directions
5. Dependability
6. Flexability
7. Computer Skills
8. Knowledge of Filing system
9. Ability to address worn out tools
10. Ability to locate tool
11. Ability to work safely

SAFETY FEATURES THE STUDENT SHOULD KNOW ABOUT HIS/HER PLACE OF EMPLOYMENT:

1. EMERGENCY PHONE NUMBERS (911)
2. SAFETY GLASSES
3. WORK GLOVES
4. FIRST AID KIT
5. PROPER CLOTHING AND UNIFORMS
6. EYE WASH
7. EMERGENCY EXITS
8. FIRE BLANKET.
9. FIRE EXTINGUISHERS. LOCATION AND PROPER USE OF THEM.
10. Hard Hat.
11. Ear Protection