

SCHOOL\_\_\_\_\_

STUDENT TRAINING PLAN FOR COOPERATIVE EDUCATION

INSTRUCTOR\_\_\_\_\_ PHONE NUMBER\_\_\_\_\_

STUDENTS NAME:

ADDRESS:

TOWN: STATE:ME ZIP:

PARENTS NAME:

SOCIAL SECURITY NO:

DOT CODE : 07.0708 STOCK CLERK,RECEIVING, AND SHIPPING

GENERAL GOALS FOR THE STUDENT LEARNER:AN INSTRUCTIONAL PROGRAM THAT PREPARES INDIVIDUALS TO ASSEMBLE,PACK, ADDRESS, STAMP,AND RECORD DATA ON OUTGOING MERCHANDISE AND MATERIALS: RECEIVE,UNPACK,VERIFY CONTENTS, AND RECORD DATA ON INCOMING MERCHANDISE AND MATERIALS;MAKE LOADING AND UNLOADING ARRANGEMENTS: STORE AND ISSUE SUPPLIES,MATERIALS, AND EQUIPMENT:MAINTAIN INVENTORIES;REQUISITION STOCK;KEEP RECORDS; AND PREPARE STOCK FOR INVENTORY REPORTS.

OBJECTIVES TO BE COMPLETED BY THE STUDENT LEARNER:

TO UNDERSTAND THE BASIC KNOWLEDGE OF RECEIVING GOODS AND PRODUCT FOR USE IN A RETAIL MARKET. ALSO TO UNDERSTAND THE WHOLESALE/RETAIL MARKET OF THE WOODWORKING INDUSTRY..

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

1. CUSTOMER SERVICE
2. KNOWLEDGE OF PACKING SLIPS
3. KEEPING MERCHANDISE IN ORDER.
4. HOW TO OBTAIN MERCHANDISE FROM STOCKROOM.
5. UNPACKING INCOMING STOCK.
6. MARKING AND SORTING OF INCOMING AND OUTGOING PRODUCTS.
7. STACKING OF PALLETS OF PRODUCT
8. SETTING UP MERCHANDISE FOR SHIPMENT
9. STACK SHELVES AND COUNTERS WITH INCOMING PRODUCTS..
10. RECEIVES INVOICES FROM SHIPPING FIRMS WHEN PRODUCT IS DELIVERED.
11. HELP PREPARE OUT GOING STOCK.
12. CLEANING OF WORK AREAS AND LOADING DOCK.
13. STACKING LUMBER WHEN NEEDED.
14. MISC DUTIES ASSISGNEED BY SUPERVISOR.

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

1. KNOWLEDGE OF EMERGENCY PHONE NUMBERS.
2. FIRST AID KITS.
3. FIRE EXITS.
4. FIRE EXTINGUISHERS.
5. 911 SYSTEM
6. MISC EVACUATION PLANS BY PLANT MANAGEMENT.
7. EYE WASH STATION
8. EAR PLUGS
9. SAFETY GLASSES