STOREKEEPER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To receive and coordinate the distribution of District purchased supplies, equipment and materials; to maintain accurate records and inventory of goods; and to perform a variety of tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory or management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Inventory and maintain stores stock; order stock and materials; process purchase requisitions and maintain records of requisitions.
2. Process and maintain records of all District orders and incoming fixed assets.
3. Pick up and deliver campus mail and U.S. mail; deliver packages to appropriate campus offices.
4. Correspond with departments to pick up and store surplus equipment.
5. Operate forklift and other District vehicles for loading and unloading of deliveries.
6. Inspect incoming stock for conformity to purchase orders and packing lists; report shortages, damages or other discrepancies to appropriate staff.
7. Assist in the determination of storage space requirements, optimum stock quantities and proper methods of stock control and storage.
8. Arrange storeroom and warehouse layout.
9. Maintain shelves and other storage spaces in clean and orderly condition; maintain cleanliness in warehouse area.
10. Ensure adherence to safe work practices and procedures.
Marginal Functions:

1. Operate computer system and prepare required reports.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles and procedures of receiving, storing and issuing goods, materials and supplies.
- Principles and procedures of record keeping.
- Methods and techniques of stock inventory control.
- Modern office procedures, methods and equipment including computers.
- Occupational hazards and standard safety practices.
- Pertinent Federal, State and local codes, laws and regulations.

Ability to:

- Perform general storekeeping duties.
- Pick up and deliver a variety of supplies, materials and equipment.
- Perform heavy manual labor.
- Pick up and deliver campus mail.
- Maintain accurate records in receiving, storing and issuing equipment and supplies.
- Process purchase requisitions.
- Operate District vehicles and heavy equipment including forklift.
- Operate office equipment including computers and supporting software applications.
- Understand and follow oral and written instructions.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Two years of increasingly responsible stock control, inventory and warehousing experience.

**Training:**

Equivalent to the completion of the twelfth grade. Additional training in inventory or stock control is desirable.
License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office and warehouse environment; may travel from site to site; exposure to computer screens, noise, potentially hazardous chemicals, moving objects/vehicles, inclement weather conditions; work with machinery.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; heavy, moderate or light lifting and carrying; repeated bending; operating motorized equipment and vehicles.