

STOREKEEPER

DEFINITION:

Under general supervision of the Supervisor of Warehouse, Custodial and Emergency Services, is responsible for the operation of the District's centralized warehouse functions; maintain central stock control and inventory systems; responsible for the receipt, storage, issuance and delivery of materials, supplies and equipment to sites throughout the District; performs related work as necessary or required.

CLASS CHARACTERISTICS:

The Storekeeper is distinguished from the Delivery Worker in that the primary duties of the Storekeeper are to operate and maintain a central warehousing facility with responsibility for receiving, storing and issuing materials, supplies and equipment and those of the Delivery Worker are to pick up and deliver foodstuffs, material, supplies and equipment to sites throughout the District.

EXAMPLES OF DUTIES:

Organizes and performs work related to the operation of a central receiving and standard materials storage warehouse; *E*

Establishes and maintains a system of receipt and verification of shipment receipt, storage, issuance and delivery or distribution of materials; *E*

Inspects goods received for buy out merchandise and stores inventory stock items, comparing packing slips against merchandise received and noting conformity to purchase orders, identifying any shortages and/or damages; *E*

Maintains complete records of all transactions processed by the warehouse for shipment to sites by inputting the pick ticket order into the bi-tech system, which prints out a packing slip to be placed with the order for verification of receipt by the site; *E*

Fills requisitions by pulling the pick ticket order from the shelved inventory, wrapping, packing, and labeling parcels for shipment and delivery; *E*

Maintains a perpetual inventory on standard warehouse stock items, rotating stock to maintain freshness and coordinating resupply with the business/purchasing office; *E*

Tags and maintains a log of fixed assets received including the serial numbers of specific material; Operates and performs routine maintenance on machinery and equipment associated with warehouse operations and storage, including a forklift, stock chaser and tying machines;

Operates District vehicles to make deliveries as needed.

E denotes an essential function of the job.

SUPERVISION:

General supervision is received from the Supervisor of Warehouse, Custodial and Emergency Services.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

Warehousing procedures for the receipt, placement, storage, packaging, issuance and delivery of goods and materials;

Perpetual and physical inventory and receipt procedures;

Equipment and supplies used in a school system;

Basic understanding of the use of a PC (Personal Computer);

Basic record keeping and filing systems.

Ability to:

Maintain accurate warehouse inventories and records;

Work alone or with others and be self directing in establishing work priorities;

Understand and follow oral and written instructions;

Operate and maintain various types of mechanical equipment for handling stock;

Operate a PC (Personal Computer) and learn to effectively utilize the bi-tech and warehouse specific software;

Establish and maintain cooperative working relationships.

EDUCATION AND EXPERIENCE:

Several years of progressively responsible experience in receiving, storing, issuing supplies and materials in a warehouse environment; individuals possessing the knowledge, skills and abilities listed above are considered to possess the education necessary to succeed in this classification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Does heavy work, frequently lifting or carrying for short distances, and/or, pushing objects weighing up to 50 pounds; occasionally lifting, carrying and pushing objects weighing 75 pounds; infrequently lifting or pushing objects weighing up to 100 pounds; frequently stands, walks, bends, and reaches over head and shoulders; occasionally sits, stoops, kneels, and climbs on ladders or step stools; uses fingers on both hands to grasp irregularly shaped objects; speaks clearly and hears normal voice conversation; has normal color vision/distinguishes shades; visual acuity sufficient or correctable to see small details and long distances; operates mobile motorized equipment and occasionally drives a District vehicle; primarily works inside a large warehouse, occasionally works outside; is exposed to frequent temperature changes, dust, chemicals and odors; has direct contact with other district staff; occasionally may be exposed to minor contagious illnesses; frequently works with delivery deadlines without direct guidance from supervision. Employment is contingent upon passing a physical and a back evaluation test;

LICENSES REQUIRED:

Must possess a valid and appropriate California Driver's License.

Last revision 9/5/02

Reviewed 2/17/05 - No revisions made