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## **Storekeeper**

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### **JOB SUMMARY:**

Under general supervision of Maintenance and Operations Supervisor, is responsible for the operation of the District's centralized warehouse functions; maintains central stock control and inventory systems; responsible for the receipt, storage, issuance and delivery of materials, supplies and equipment to sites throughout the District.

### **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.

### **REPRESENTATIVE DUTIES:**

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

#### **Essential Duties:**

- Perform a variety of responsible warehouse duties including but not limited to processing stock, pulling supply orders, issuing and receiving warehouse supplies and equipment;
- Pack, unpack, load, shelve, arrange, label, and store warehouse stock according to established guidelines and procedures;
- [YN1] Fulfill requisitions by receiving, preparing, wrapping, packing, labeling, and distributing supplies and equipment from the warehouse to various district locations;
- Establish and maintain a system of receipt and verification of shipment receipt, storage, issuance and delivery or distribution of materials;
- Receive and inspect materials and supplies verifying packing slips against merchandise to ensure compliance with approved requisitions;
- Update and maintain computerized stock control records of all warehouse transactions, order statuses, and inventory;
- [YN2] Maintain a perpetual inventory on standard warehouse stock items, rotating stock to maintain freshness and coordinating resupply with the business/purchasing office;
- Tag and maintain a log of fixed assets received including the serial numbers of specific material;
- Operate and perform routine maintenance on machinery and equipment associated with warehouse operations and storage, including a forklift, stock chaser and tying machines.

#### **Other Related Duties:**

- Operates District vehicles to make deliveries as needed.

## **SUPERVISION:**

General supervision is received from the Maintenance and Operations Supervisor. Supervision is not exercised over other employees.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

- Warehousing procedures for the receipt, inventory, inspection, placement, storage, packaging, issuance and delivery of goods and materials;
- Use and terminology of requisitions, purchase orders, and other warehouse documents;
- [YN3]Equipment and supplies used in a school system;
- Safety regulations and practices relating to storing, moving, and loading equipment and heavy items;
- Record-keeping and report preparation techniques;
- Basic computer and software including Microsoft E-mail, internet computer applications, and maintenance job tracking applications.

### **Ability to:**

- Maintain accurate warehouse inventory control and shipping and receiving records;
- Work independently and with others in achieving goals and 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;
- Exercise proper judgment in loading elevators and in loading and operating equipment;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff.

## **EMPLOYMENT STANDARDS:**

### **Education:**

- Individuals possessing the foregoing knowledge, skills and abilities are considered to possess the education necessary to succeed in this class. The basic educational skills are typically acquired in completion of high school.

### **Experience:**

- Two (2) years of progressively responsible experience in receiving, storing, issuing supplies and materials in a warehouse environment.

### **Licenses Required:**

- A valid and appropriate California Driver License is required.

**PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:**

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment:**

The job operates in a warehouse environment, predominately standing and walking. The noise level is typically within moderate range. The incumbent occasionally works near moving mechanical parts, exposed to fumes or airborne particles, and is subjected to various weather climates including hot, cold, wet, humid, and windy conditions. The incumbent has direct and indirect contact with the public and other district staff. There may be occasional exposure to bloodborne pathogens, cleaning agents, fumes, and sharp metal objects. The position requires working with high volume, restricted delivery timelines, being subject to frequent interruptions, and without direct guidance from supervisor.

**Physical Demands:**

While performing the duties of this job, the position is continuously required to stand and walk for sustained periods of time, stoop, bend at the waist, crouch, reach below and above the shoulders, grip/grasp objects and tools used in the warehouse, talk, hear, and use repetitive motions of the wrists, hands, and fingers. Occasionally the position will be required to climb ladders or steep stools. The work involves little to heavy physical efforts, continuously exerts up to 50 pounds of force to lift and carry, frequently exerts up to 100 pounds to push, pull, and move objects; occasionally can exert over 100 pounds of force to push, pull, and move objects. This position requires visual acuity sufficient to perform activities such as operating District vehicles and warehouse equipment that are within an arm's reach. Employment contingent upon passing physical and back evaluation test.

**SALARY RANGE**

Range 37

Classified Bargaining Unit

Revised: 9/5/2002, 8/14/2014

Reviewed 2/17/05 - No revisions made

Job Description Review and Revisions Effective: 4/13/17