

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: JANUARY 26, 2023

STOREKEEPER

DISTINGUISHING FEATURES OF THE CLASS: This is work involving the ordering, receiving, inspecting, storing, and distributing of supplies and equipment. The incumbent is also responsible for maintaining inventory of equipment and supplies as directed. The incumbent orders, receives, stores, and disperses equipment and supplies. When assigned to a school district, the incumbent is responsible for receiving and distributing food deliveries utilizing proper dating and rotation procedures. Supervision may be exercised over laborers, etc. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Receives or picks up equipment and supplies purchased on and off-site;
2. Inspects equipment and supplies received for correct filing of orders and for damage;
3. Stores supplies purchased in quantity;
4. Distributes supplies to various departments as assigned; repairs, replaces, delivers garbage/recycling receptacles as needed; and operates a fork-lift;
5. Notifies supervisor of depletion of stock and orders stock items to replenish inventory above minimum inventory levels;
6. Receives requisitions from delegated persons and reports purchasing difficulties when unable to fill requisitions;
7. Maintains an inventory of equipment and supplies received, distributed and stored;
8. Maintains daily fuel storage logs, inventory, reconciliations and leak tests;
9. May be assigned to direct the work of others;
10. Cleans and maintains storeroom area;
11. Maintains files on material safety data sheets accompanying stores.

WHEN ASSIGNED IN A SCHOOL DISTRICT:

12. Receives, distributes, and stores food deliveries utilizing proper dating and rotation procedures;
13. Maintains an inventory of food, government commodities, and non-food items;
14. Cleans and maintains all walk-in freezers, coolers, storerooms, and kitchen van;
15. Takes out garbage;
16. Assists in year-end cleaning of all kitchens.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern storekeeping methods and practices; good knowledge of purchasing procedures; working knowledge of petroleum bulk storage regulations; working knowledge of fork-lift operation and training; basic computer skills for inventory control and record keeping; familiarity with the various equipment and supplies to be stored; ability to make simple arithmetic computations; ability to understand and carry out simple oral and written instructions; ability to prepare and maintain records and reports; ability to lift and carry moderately heavy weights; ability to get along well with others; ability to use modern computer applications such as spreadsheets, word processing, calendar, email, and database software; willingness to respond to emergencies and work overtime; clerical aptitude; sound judgment; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Candidates must meet one of the following:

1. Completion of sixty (60) college credit hours awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education; **OR**
2. Graduation from high school or possession of an equivalency diploma **and** two (2) years of paid experience in general clerical work, shipping, receiving, maintaining inventories, or in issuing supplies and equipment.

NOTE:

1. Retail store shelf stocking experience is not acceptable;
2. Part-time experience will be pro-rated.