

STOREKEEPER

DEFINITION

To maintain and operate a central stores facility stocking a variety of materials, supplies and parts.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Purchasing.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Independently receive, order, stock and issue supplies, materials and parts.

Check shipments for condition, shortage and discrepancies and prepare reports.

Distribute materials and supplies to individual campus facilities.

Prepare materials for shipment; package and label accordingly.

Check stock times for reorder and prepare reorder requests.

Maintain stock records; conduct periodic inventory and prepare inventory reports.

Operate storeroom equipment, including forklift.

Follow up on overdue shipments.

Respond to questions regarding stock items.

Maintain warehouse in a clean and orderly condition.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Storekeeping and inventory methods and procedures.
- Nomenclature, grades and classifications of a variety of supplies and materials.
- Detailed record keeping and report preparation.
- Operation and maintenance of stockroom equipment.
- Basic mathematic and accounting principles.

Skill to:

Maintain accurate records.

(over)

Skill to: (Continued)

Communicate effectively, both orally and in writing.

Perform arithmetical computations with speed and accuracy.

Perform heavy manual work in lifting and moving stock.

Operate a variety of equipment including a forklift.

Establish and maintain effective work relationships with those contacted in the course of work.

Experience and Training

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

Experience:

Two years of experience in storekeeping and inventory work.

Training:

Equivalent to completion of the twelfth grade.