



## STOREKEEPER

### **DEFINITION**

Under general supervision, receives, delivers, stores, and conducts periodic inventories of supplies, mail, materials, and equipment in the District's warehouse operations; contacts vendors to resolve discrepancies in shipping and receiving of goods; maintains files and records; and performs related duties, as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This classification is responsible for independently performing routine and related clerical duties in support of the District's warehouse operations. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS**

Management reserves the right to make reasonable accommodations so that qualified employees with verified medical conditions can perform the essential functions of the job.

- Performs storekeeping work in the operation of the District warehouse; coordinates warehouse activities; monitors and evaluates daily storekeeping activities and procedures to make recommendations for changes as appropriate.
- Receives, stores, and assures the delivery of supplies and equipment to various District sites; coordinates supply and equipment transactions with shipping and receiving; checks deliveries against shipping papers, requisitions and purchase orders and signs for receipt; restocks warehouse shelves; schedules, packages, loads, unloads and delivers items to appropriate District sites.
- Within established guidelines, places orders and contacts vendors; processes online orders; operates a forklift, pallet jack, hand truck and District vehicle to perform work; generates reports.
- Establishes pick-ups for surplus items going to auction; within established guidelines, evaluates whether surplus items are serviceable, and disposes of those which are not; works with vendors in the sale and disposal of surplus items; maintains related records.
- Drives a vehicle to transport warehouse merchandise and inventory as needed; delivers supplies, equipment, mail, and other materials to off-campus sites and other locations.
- Packages, weighs, and prepares unwanted or defective goods to be returned to vendors or other original source of supply.
- Serves as liaison and coordinator between movers and the District as assigned.
- Picks up and stores records and documents for the District and arranges document disposal by an outside vendor when retention guidelines allow for it.
- Initiates follow-up telephone calls and checks with vendors for late shipments, delivery errors, broken or damaged materials and similar issues.
- Assists in maintaining inventory; issues and delivers stock requisitioned and write necessary back-up orders; reports low stock inventory.

- Maintains cleanliness and orderliness in assigned receiving, shipping and material storage or display areas.
- Works productively and cooperatively with others by demonstrating respect, patience, and equitable treatment of all internal and external customers.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Services provided within a comprehensive warehouse operation.
- Methods for stocking and distributing warehouse materials, supplies and equipment.
- Inventory control and record-keeping procedures
- Methods and techniques of processing requisitions, purchase orders, invoices and packing slips.
- Basic mathematical skills.
- District and mandated safety rules, regulations, and protocols.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for warehousing functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Perform storekeeping work in the operation of the District warehouse operations.
- Receive, store, and assure the delivery of supplies and equipment to various sites.
- Evaluate good and materials for disposal purposes.
- Work with vendors on the District's records storage process, surplus items disposal and related tasks.
- Oversee the storage, rotation and flow of supplies and equipment between the warehouse and District locations.
- Maintain records and prepare reports.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

**Education:**

- Equivalent to completion of the twelfth (12th) grade.

**Experience:**

- Two (2) years of experience performing storekeeping, warehousing, and delivery tasks.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in an office and warehouse environment; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to operate tools and equipment, and to operate a motor vehicle and visit various District sites; and vision to read a computer, read materials, and operate tools and equipment. The job involves frequent walking in operational areas to receive, store and process materials and equipment. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office and warehouse environment and are exposed to loud noise levels, cold and hot temperatures, moving equipment, and dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.