

CLASS TITLE: **Storekeeper**

CHARACTERISTICS OF THE CLASS: Under immediate supervision, performs routine storekeeping and clerical duties at a storage site; and performs related duties as required.

ESSENTIAL DUTIES: Receives supplies and equipment orders, checks against invoice tickets to ensure the accuracy of deliveries, and documents damages or shortages for return or correction; records deliveries on forms or on a computer to maintain records of transactions; stocks deliveries in appropriate storage area, operating manual or electric lifts and jacks to unload and store supplies; receives and fills supply requests; distributes materials and equipment to staff and maintains related records; completes a variety of forms including invoices, receiving reports, re-order forms and inventory control cards to assist in controlling and maintaining supplies and related records; assists in rotating stock to ensure first in first out; maintains a clean storage area for easy access and safety; participates in annual physical inventory counts; maintains and updates inventory records and files.

RELATED DUTIES: May contact vendors to obtain price information and resolve discrepancies between supplies ordered and received.

MINIMUM QUALIFICATIONS:

Training and Experience. Six months of experience in receiving, storing and issuing materials, supplies and equipment in a storeroom or warehouse, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Some knowledge of storekeeping and inventory control procedures.

Ability to prepare and maintain inventory forms and records. Ability to gain access to storage areas, shelves and bins. Ability to operate manual or electric lifts and jacks. Ability to operate a personal computer.

Skill in the application of storekeeping and inventory control practices. Basic arithmetic skills.

Physical Requirements. Ability to lift and store equipment, materials and supplies weighing up to seventy-four pounds.

CLASS TITLE: **Storekeeper (Cont'd)**

Working Conditions. Exposure to some fumes, dust and noise in a storage area is unavoidable. Exposure to some heat and cold in a storage area is unavoidable.

Equipment. Manual and electric lifts and jacks. Standard office equipment. Personal computer.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

June, 1997