JOB DESCRIPTION
Grossmont Union High School District

STOREKEEPER

Purpose Statement:

The job of Storekeeper is done for the purpose/s of receiving, storing, issuing and delivering school supplies, furniture and equipment; monitoring inventory level; pulling orders for delivery; ensuring specifications, quantity and quality of orders are correct; verifying stock and identifying losses; maintaining an organized warehouse layout; transporting orders over designated routes; ensuring safe operation of vehicles; and loading and unloading orders. Incumbents in this classification provide students and the staff with materials and services which in turn directly supports learning.

This job reports to Director, Purchasing

Essential Functions

- Assists in maintaining warehouse facilities for the purpose of ensuring an organized layout and safe work environment.
- Conducts physical inventories for the purpose of verifying stock and identifying losses.
- Confers with warehouse supervisor for the purpose of determining storage space requirements, optimum stock quantities and resolving issues.
- Coordinates the disposition of District furniture and equipment for the purpose of ensuring compliance with established requirements.
- Inspects warehouse equipment for the purpose of maintaining equipment in safe operating condition.
- Loads and unloads trucks for the purpose of ensuring the delivery/receipt of required items.
- Maintains delivery vehicle (e.g. fluid levels, air pressure, fueling, etc.) for the purpose of ensuring vehicle is in safe operating condition.
- Performs clerical duties (e.g. filing, data entry, answering telephone, etc.) for the purpose of supporting department functions.
- Prepares orders by pulling from stock for the purpose of meeting delivery requirements.
- Prepares written materials (e.g. delivery documents, material and disposition reports, etc.) for the purpose of documenting activities, providing written support and/or conveying information.
- Processes a variety of documents and materials (e.g. orders, purchase orders, route slips, work requests, requisitions, etc.) for the purpose of disseminating information and items as appropriate.
- Receives stock and nonstock items for the purpose of ensuring specifications, quantity and quality of orders are all correct.
- Responds to inquiries of staff and vendors for the purpose of providing information and/or direction regarding the status of inventory and/or deliveries.
- Reviews stock levels for the purpose of maintaining adequate levels of supplies and equipment.
- Stocks supplies, furniture and equipment for the purpose of maintaining required inventory levels.
- Stores and delivers surplus foods for cafeteria for the purpose of ensuring proper handling and preservation.
- Transports orders, mail, packages, payroll, etc. in district vehicles for the purpose of picking up and delivering items to designated sites.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in warehousing; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: health standards and hazards; safety practices and procedures; warehousing procedures; business practices relating to purchase and shipment of goods; and inventory procedures and forms.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 20% walking, and 30% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

As required for position

Certificates & Licenses

Valid California Driver's License
Fork lift Operator Certificate

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status	Approval Date	Salary Grade
Non Exempt	6/15/2006	Unit I 44