

STOREKEEPER

DEFINITION

Under general supervision operates and maintains cold storage and general stores warehouse; receives and issues materials; maintains inventory control; operates battery forklift and refrigerated van; maintains freezer stock, rotating food supplies; and performs related work as required.

LICENSE REQUIRED

Possession of a valid California driver's license.

EXAMPLES OF DUTIES

Receives, inspects, and compares deliveries against purchase orders, noting shortages, overages or damages and notifying appropriate office. *E*

Stores delivery, rotating stock; notifies office of receipt of goods. *E*

Marks inventory items with identification information to be entered in computerized equipment inventory and sends appropriate documents to property control. *E*

Receives and files paperwork relating to delivery. *E*

Issues supplies and forms. *E*

Fills and ~~assists in loadings~~ orders of frozen and staple food items, supplies, and equipment for delivery to schools. *E*

Delivers food and supplies to district offices and school sites whenever needed. *E*

Reviews files for outstanding purchase orders and notifies source of non-delivery. *E*

Initiates freight claims for damaged deliveries and sends paperwork to source. *E*

Operates battery forklift, refrigerated van truck with lift gate, pallet jack, and small hand equipment; drives refrigerated van truck with lift gate to deliver daily orders of prepackaged food from central kitchen to satellite schools if delivery driver is not available; maintains equipment according to manufacturer; follows specifications related to oil and grease; cleans pallet jack as needed. *E*

Maintains shelves in clean and good repair; sweeps warehouse floor to assure clean and safe conditions and maintains facility as per Health Department requirements. *E*

Follows cleaning schedule for maintaining offices, outside areas, kitchen and bathrooms in a clean and sanitary condition.

Rotates food supplies to assure proper usage; maintains freezer stock in a safe, clean, orderly manner. *E*

EXAMPLES OF DUTIES (cont.)

Maintains perpetual inventory, records, location of warehouse stock and advises supervisor when stock needs replenishment and/or reorders as necessary.

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Proper storage procedures and practices for canned, dry, and frozen foods, cleaning materials, and office supplies;
2. Terminology, forms, and inventory record keeping;
3. Safe procedures for lifting heavy and/or bulky items;
4. Procedures for maintaining inventory, stock levels and requisitions for additional supplies in a timely manner;
5. Computer and various associated software programs;
6. Property control systems;
7. Good command of English language; and
8. Basic math.

Ability to:

1. Operate and service forklift, pallet jacks, trucks, and vans;
2. Set and meet workload priorities and deadlines;
3. Operate a computer and calculator quickly and accurately;
4. Maintain efficient use of warehouse space;
5. Operate a vehicle observing legal and defensive driving practices;
6. Work under the pressure of recurrent deadlines with frequent interruptions;
7. Understand and carry out oral and written instructions;
8. Establish and maintain effective relationships with those contacted in course of work; and
9. Perform simple and repetitive tasks.

EDUCATION

Individuals possessing the above listed knowledge, skills, and abilities are considered to have the necessary education.

EXPERIENCE

Warehouse activities including receiving and storage of materials.

WORKING CONDITIONS

Environment:

Warehouse and outdoor environment; subject to driving a vehicle to conduct work; regular exposure to fumes, dust, and odors.

Physical Activities:

Lifting and carrying heavy cases of canned goods, frozen meat, and supplies up to 60 pounds; bending at the waist; reaching overhead, above the shoulders and horizontally; standing for extended periods of time; walking; dexterity of hands and fingers to operate a computer and related equipment and vehicles; hearing and speaking to exchange information; seeing to read purchase orders and verify accuracy.

Hazards:

Working inside freezer; storing chemicals and hazardous materials; driving a vehicle during adverse weather conditions.

Revised: 7/81
7/94
12/00