

STOREKEEPER I*

DISTINGUISHING FEATURES OF THE CLASS: This is manual and clerical work involving the responsibility for maintaining accurate inventory records, including tracking stock levels, monitoring expiration dates, and ensuring proper storage of goods. The work is performed under the general supervision of a higher-level administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives and confirms incoming delivery of supplies, verifies their contents against purchase orders or invoices and inspects quality and quantity;
Prepares outgoing shipments and supplies and ensures that the correct items are packed and labeled appropriately;
Organizes and stores inventory as required;
Monitors stock levels regularly, anticipates demands and ensures stock is replenished in a timely manner (e.g., placing orders with suppliers, coordinating with other departments to determine inventory needs);
Implements effective stock control procedures;
Maintains records of all incoming and outgoing shipments, updates inventory databases or systems, and generates reports as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of procedures when receiving, storing, maintaining and issuing supplies; good knowledge of inventory control methods; working knowledge of requisitioning procedures; ability to maintain basic records; ability to understand and carry out oral and written instructions; ability to make simple arithmetic computations; ability to perform basic clerical tasks; ability to communicate effectively with others.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years of stockkeeping experience.

NOTE: Additional years of work experience indicated above may be substituted for schooling on a year-for-year basis.

*This reflects a retitling of Storekeeper.