

STOREKEEPER I

DISTINGUISHING FEATURES OF THE CLASS: This is manual and clerical work involving a responsibility for the application of standard storekeeping practices in receiving, maintaining and issuing a variety of supplies and equipment. The work is performed under the general supervision of a higher level storekeeper in a larger storage operation or of an administrator in a smaller storage operation. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives supplies and equipment and checks for compliance with purchase order;

Signs for deliveries;

Issues a variety of supplies and maintains records of same;

Requisitions commonly used supplies to maintain stock levels;

Maintains stock and perpetual inventory records;

Takes periodic physical count inventory;

Makes periodic reports;

Contacts vendors, purchasing office, etc., and report damages, shortages, etc.;

Sorts and packs materials for delivery;

May mark identifying codes, figures or letters on articles;

May assist in determining methods of shortage, identification and stock location;

May instruct and provide work direction of a Stock Clerk and/or Materials Handler.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of methods and practices for receiving, storing, maintaining and issuing supplies; good knowledge of inventory control methods; working knowledge of requisitioning procedures; ability to understand and carry out oral and written instructions; ability to make simple arithmetic computations; ability to perform clerical tasks.

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

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