

STOREKEEPER II

DISTINGUISHING FEATURES OF THE CLASS: This is manual and clerical work involving responsibility for ordering, maintaining inventories and insuring deliveries of supplies and equipment for an institution such as a medical, physical rehabilitative hospital and skilled nursing facility or a community college. The work is performed under the general direction of an administrator. Work guidance (e.g. lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Verifies the receipt and delivery of a variety of supplies and equipment;
Prepares requisitions for all supplies, commodities and sundries;
Maintains adequate stock levels and conducts a periodic inventory;
Supervises subordinates in the sorting, packing and unpacking of materials and plans other assignments for same as needed;
Insures regular rotation of stock;
Issues supplies to authorized personnel and maintains a receipt file of signed issue slips;
Maintains storage areas by conducting inspections, verifying inventories, liquidating obsolete items, controlling and reducing overstock, maintaining and updating Materials Management Catalog;
Verifies quantity, quality and condition of all deliveries and signs for same;
Checks delivery schedules and insures prompt service from vendors;
Compiles necessary reports such as price comparisons, usage reports, cost breakdowns, etc.;
May meet with representatives of other units within the department to discuss appropriate purchasing, receiving and dispensing services;
May attend weekly staff meetings to discuss any problems related to his/her area of responsibility.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of methods and practices for ordering, receiving, storing, maintaining and issuing supplies; good knowledge of manual inventory control methods; good knowledge of requisitioning procedures; ability to understand and carry out oral and written instructions; ability to establish and maintain successful working relationships with a variety of individuals such as unit heads and vendors; ability to make simple arithmetic computations; ability to use computer software as it relates to storekeeper function*; ability to perform clerical functions.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years of stock-keeping experience, at least two (2) years of which must have been at a storekeeper level or higher.

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

PROMOTION: Two (2) years of permanent status as a Storekeeper I.

*To be demonstrated during the probationary period.

R.C.D.P. (09.20.2000) 04.16.2015
Competitive