

STOREKEEPER

DISTINGUISHING FEATURES OF THE CLASS: This is manual and clerical work of a difficult nature involving 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 large storage operation or of an administrator in a smaller storage operation. Work direction may be given a storeroom assistant. 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 periodical physical count inventory;
Makes periodic reports;
Contacts vendors, purchasing office, etc., to 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 to 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; where required, ability to lift and carry up to approximately 70 pounds*; ability to understand and carry out oral and written instructions; ability to make simple arithmetic computations.

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

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

PROMOTION: One (1) year of experience as a Stock Clerk.

*To be demonstrated during probationary period.