STOREKEEPER

DEFINITION

Under supervision to assist with maintaining and operating an equipment maintenance stores warehouse; to assist with maintaining accurate inventory records; to receive and issue authorized supplies and materials according to established procedures; to maintain work order forms; and to perform related work as required.

EXAMPLES OF DUTIES

Receives warehouse shipments, inspecting shipments for proper quantity and quality of items; unloads materials and stores them in proper locations within the warehouse; operates warehouse equipment in unloading, storing and reorganizing warehouse items; efficiently utilizes available storage space; picks up shipments which are not delivered to the warehouse; may assist with follow-up on overdue shipments and discrepancies in items delivered; assists with inventory of warehouse items and equipment; prepares requisitions for restocking and replacement of items; performs recordkeeping duties; issues supplies and materials to maintenance staff according to established procedures; marks products, labels bins, and identifies warehouse stock; maintains records to transfer time and costs to specific departments; maintains inventory of materials, supplies, and parts; may assist with obtaining the best price for purchase of items.

SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

STOREKEEPER

EMPLOYMENT STANDARDS

Knowledge of:

- Modern principles, practices, and techniques of storing, receiving, and issuing equipment, parts, and supplies.
- Storekeeping and inventory methods and procedures.
- Types and uses of equipment and materials utilized in the repair and maintenance of automotive, bus, and heavy equipment.
- Sources and availability of parts.
- Parts books and catalogue and related methods for ordering and acquisition of special items.
- Operation and maintenance of warehouse equipment.
- Standard office machines, equipment, and software.
- Recordkeeping methods and procedures.
- Safe work practices.

and

Ability to:

- Receive shipments, inspecting items for proper quality and quantity.
- Operate warehouse equipment.
- Organize warehouse items in a neat and orderly manner.
- Maintain a variety of records.
- Assist with inventory procedures.
- Use a computer terminal.
- Read and write at the level required for successful job performance.
- Follow written and oral instructions.
- Perform heavy physical labor.
- Effectively represent the storeroom functions of the Department with concerned individuals, organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.

and

STOREKEEPER

EMPLOYMENT STANDARDS (cont.)

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Work Background: Two years of progressively responsible work experience in warehouse operations and inventory procedures.

August 1992