

## **UNION SCHOOL DISTRICT**

### **CLASS TITLE: STOREKEEPER**

#### **BASIC FUNCTION:**

Under the direction of the Maintenance and Operations Supervisor, perform a variety of duties related to the shipping, receiving, storing and issuing of goods including supplies, equipment, food and other materials; drive a vehicle to various locations to deliver goods; prepare and maintain related records and reports.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of duties related to the shipping, receiving, storing and issuing of assigned goods including supplies, equipment, testing materials and food; assure supplies, equipment, testing materials and food are delivered in a timely manner.

Receive, unload and inspect shipments for damage and conformity to purchase order specifications and packing slips; receive, file and submit receipts for delivered goods; review shipments for accuracy; contact vendors regarding shortages, damaged goods or other discrepancies; submit claim forms for damaged or lost items.

Drive a vehicle to various locations to deliver goods; plan and schedule routine and special deliveries; maintain cleanliness of vehicles; service and run safety checks on assigned vehicle.

Prepare and maintain a variety of records and reports related to purchase orders, deliveries and assigned activities; establish and maintain filing systems.

Shelve and store items received in the appropriate section of the warehouse; place food items in racks, coolers or freezers as required; rotate perishable and nonperishable inventory as needed; assure food shipments are not spoiled or damaged.

Fill and process requisitions; pull, pack and ship items or supplies to various locations according to established procedures; monitor stock levels; review and verify accuracy of orders; assist in ordering equipment and supplies as necessary.

Operate a variety of warehouse equipment including forklifts, pallet jacks and dollies; operate a variety of office equipment including a calculator, copier, computer and assigned software.

Receive and distribute donated materials, instructional materials, textbooks, in-service training program and other instructional materials.

Communicate with personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to purchase orders, deliveries, discrepancies and inventory.

Maintain warehouse in a clean, orderly and safe condition.

Plan and meet schedules for pick up of obsolete equipment, books, furniture, donated items and other materials.

Attend mandatory trainings as required for the position.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic methods, practices and terminology used in warehouse operations;  
Use and terminology of requisitions, purchase orders, invoices and other warehouse documents;  
Proper loading and unloading of trucks;  
Shipping and receiving procedures;  
Operation of equipment used in the receipt, storage and shipping of supplies, food, materials and equipment;  
Proper methods of storing equipment, materials and supplies;  
Operation of a computer and assigned software;  
Basic record-keeping and report preparation techniques;  
Oral and written communication skills;  
Interpersonal skills using tact, patience and courtesy;  
Proper lifting techniques;  
Basic inventory techniques;  
Health and safety regulations;  
Traffic laws, defensive driving techniques and rules of the road; and  
Basic math.

**ABILITY TO:**

Perform a variety of duties related to the shipping, receiving, storing and issuing of assigned goods;  
Drive a vehicle to various locations along assigned routes to deliver goods;  
Operate a forklift and other warehouse equipment;  
Utilize space efficiently and effectively;  
Meet schedules and time lines;  
Assist in maintaining inventory;  
Maintain and prepare routine records and reports;  
Operate a computer and assigned software;  
Understand and follow oral and written instructions;  
Observe legal and defensive driving practices;  
Communicate effectively both orally and in writing;  
Establish and maintain cooperative and effective working relationships with others;  
Observe health and safety regulations;  
Add, subtract, multiply and divide quickly and accurately;  
Model appropriate behavior around and interact appropriately with preschool and school age children; and  
Maintain regular attendance.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years experience receiving, storing and delivering supplies in a warehouse environment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

Copy of DMV Report – to evidence satisfactory driving record

Valid Forklift certification

First Aide and/or CPR (may be required; training will be provided)

ServSafe certification (may be required; training will be provided)

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Warehouse environment

Indoor and outdoor work environment

Seasonal heat and cold or adverse weather conditions

Driving a vehicle to conduct work

Regular exposure to fumes, dust and odors

**PHYSICAL DEMANDS:**

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines;

Ability to conduct verbal conversation in English;

Hear normal range verbal conversation (approximately 60 decibels);

Sit, stand, stoop, kneel, bend and walk;

Sit for sustained periods of time;

Stand and/or walk on hard flooring for sustained periods of time;

Climb stairs, steps, and step ladders;

Lift up to 50 or more pounds frequently;

Carry up to 50 or more pounds frequently;

Push and/or pull a variety of tools and equipment weighing up to 50 pounds;

Sustain heavy physical effort for up to 8 hours;

Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, hip flexion and extension, back lateral flexion and knee flexion;

Work at various elevated heights in a safe and effective manner;

Work with chemical agents in a safe and effective manner without allergic reaction;

Demonstrate manual dexterity necessary to perform fine motor skills during maintenance procedures;

Operate manual and power hand tools;

Operate a variety of delivery vehicles and material handling equipment, including a forklift, in a safe and effective manner;

Work in a wide range of temperatures;

Demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy;

Work in both indoor and outdoor environments with exposure to weather extremes;

Multitask; and

Maintain regular attendance.

HAZARDS:

Working around and with machinery having moving parts

Working at heights

Traffic hazards

**Disaster Service Worker**

*CA Government Code 3100.* It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.