

CLASS TITLE: STOREKEEPER I

BASIC FUNCTION:

Under the direction of the Warehouse Supervisor, perform the receipt, inspection, verification, storage, processing and distribution of various food items, books, equipment and other central warehouse and distribution and process related purchase orders.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of warehouse operations involved in the receipt, inspection, verification, storage, processing and distribution of various food items, books, equipment and other central warehouse and distribution and process related purchase orders.

Receive, unload and inspect shipments for damage, spoilage and conformity to purchase order specifications and packing slips; review shipments for quality and quantity and address any problems or discrepancies.

Load and prepare various items for delivery; process orders; pick up and deliver goods to various outgoing deliveries with school and other District personnel.

Shelve, backstack and store items in appropriate sections of warehouse; maintain accurate inventory; monitor and maintain regular stock levels as assigned; follow up on delayed orders; participate in regular inventory audits.

Place food items in and retrieve goods from temperature of food items; rotate perishable and non-perishable inventory as required; warehouse, freezers and storage areas as required; pick up and dispose of waste.

Open and close warehouse facility; operate and maintain doors, gates and cabinets; set up and maintain equipment; maintain cleanliness of warehouse facility; stock and maintain equipment.

Drive a vehicle to various District locations along assigned routes to pick up, deliver and distribute food, supplies, furniture, equipment and other items; maintain accurate inventory; assure deliveries comply with quantity and product specifications.

Utilize a variety of warehouse equipment such as pallet jack, hand truck, conveyor belt, delivery vehicle, aisle stacker, two-way radio and personal computer and Word software.

Communicate with District personnel; report any issues or concerns.

Maintain accurate and up-to-date records.

requisitions and assigned activities system.

Pick up and deliver mail to various District locations; prepare, process, meter and deliver mail to various District locations.

Assist in the maintenance of equipment as directed.

Maintain warehouse, delivery vehicle or other assigned areas in a clean, orderly and safe condition.

Serve as Storekeeper II in the absence of Storekeeper II.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, practices and terminology used in warehouse operations.
- Use and terminology of requisitions, purchase orders, packing slips and other warehouse documents.
- Practices, procedures, terminology and supplies and materials used in warehouse operations.
- Proper loading and unloading of trucks.
- Traffic laws, defensive driving techniques and rules.
- Operation of a forklift, pallet jack and other warehouse equipment.
- Proper methods of binning and shelving materials.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of standard office equipment including typewriter and printer.
- Proper lifting techniques.
- Health and safety regulations.
- Record-keeping techniques.
- Basic mathematics.

ABILITY TO:

- Perform a variety of warehouse operations involved in the receipt, inspection, verification, processing and distribution of various supplies and materials to various District locations, central warehouse and other warehouse locations.
- Shelve, store and pick up materials in warehouse.
- Load and unload shipments from trucks.
- Receive, bill, verify and process orders, supply and purchase orders.
- Verify accuracy of shipments including quality and quantity.
- Operate a forklift, pallet jack and other warehouse equipment.
- Utilize space efficiently and effectively.
- Maintain various records and record work reports.
- Type or input data on a computer.
- Drive a vehicle to various District locations to deliver mail.
- Meter and deliver mail to various District locations.

Sto

Observe health and safety regulations.

Observe any applicable fire and safety regulations.

Work independently with little direction.

Add, subtract, multiply and divide quantities.

Communicate effectively with others.

Establish and maintain cooperative and effective working

EDUCATION AND EXPERIENCE

Any combination equivalent to

related experience and education.

LIC

Valid California driver's license.

Maintain qualifications for liability and workers' compensation coverage.

Valid Forklift Certification.

Valid First Aid, CPR, and Fire Safety Training Certificate.

A current Department of Public Safety Driver's License record of

must be submitted of time.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Driving and operating heavy machinery.

Regular exposure to dust.

PHYSICAL REQUIREMENTS:

Dexterity of hands and fingers to operate a variety of hand tools and equipment.

Hearing and speech ability to exchange information.

See and feel a variety of materials and objects.

Sitting or standing for extended periods of time.

Regularly lift and/or move up to 50 pounds.

Occasionally lift and/or move up to 100 pounds.

Reaching overhead and above the shoulders.

Being in a crouching or kneeling position.

Heavy physical labor.

Walking.

HAZARDS:

Working near moving machinery.

Traffic hazards.

Classified

Salari Sejadilah, Rango 25

Annuaire

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