

Oak Grove School District

JOB TITLE: Senior (Lead) Storekeeper

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To receive, store, fill requisitions, deliver, and inventory school materials, equipment, supplies, textbooks, and foodstuffs; to maintain warehouse records and files. Employees in this classification receive limited supervision from the Purchasing, Warehouse, Publications Supervisor and within a framework of standard policies and procedures. This job class exercises responsibility for the maintenance and upkeep of warehouse inventory and stock records and for participating in and overseeing the receipt, storage, and distribution of district supplies, materials, equipment, food and related goods.

TYPICAL DUTIES

- Assists in coordinating the receiving and distribution of materials, equipment, furniture, supplies, print shop orders and foodstuffs into and out of a district warehouse facility
- Assists in maintaining records of warehouse requisitions, shipping invoices, running inventories, purchase orders, deliveries, fixed assets, etc., related to warehouse activities and operations
- Inspects incoming stock and materials for conformity to purchase orders and packing slips
- Contacts vendors on shortages, overages, damaged items and misidentified items received
- Inspects warehouse equipment to ensure safe operating conditions
- Reports damaged items and goods to supervisor
- Distributes and/or arranges for the distribution of stock to various schools and departments in a cost effective and timely manner
- Stores stock; maintaining shelves and goods in clean and orderly condition
- Loads and unloads trucks
- Picks up and delivers mail
- Directs staff as assigned for the purpose of maximizing the efficiency of the warehouse delivery system
- Monitors the store's activity to ensure that all items are maintained at predetermined levels
- Wraps, packs, and otherwise prepares parcels and goods for shipping or delivery
- Inventories and keeps accurate records of textbooks in warehouse and at all schools

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TYPICAL DUTIES (Cont'd)

- Receives, checks, stores and distributes state textbooks and maintains related files and records
- Picks up and delivers library books, furniture, equipment and materials between district and schools
- Inventories furniture and equipment, including tagging
- Maintains the receipt, storage and disposal of surplus or unserviceable equipment.
- Operates delivery truck, forklift, and other warehouse tools and equipment
- Ability to operate desktop computer
- Performs other related duties as required

MINIMUM QUALIFICATIONS

- Possession of a valid Class III California Driver's License
- Knowledge of current warehousing, storage, and distribution methods and procedures
- Knowledge of safety rules and regulations as related to warehouse operations
- Knowledge of inventory techniques and methods
- Skill to maintain inventory and related warehouse files and records
- Skill to safely operate warehouse equipment to include delivery vehicles and forklifts
- Skill to understand and carry out both oral and written instructions in independent manner
- Skill to prepare routine reports related to warehouse operation
- Skill to perform accurate arithmetic calculations using basic addition, subtraction, multiplication, and division
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties

PHYSICAL DEMANDS

- Significant physical abilities include lifting/carrying/pushing/pulling objects up to 60 pounds; stooping/crouching, reaching/handling, talking/hearing conversations, near/far visual acuity

RANGE: 28