

Oak Grove School District

JOB TITLE: Storekeeper I

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To receive, store, maintain, and deliver school and district stock, supplies, equipment, materials, and /or foodstuffs and supplies. Employees in this classification receive general supervision from the Purchasing, Warehouse, Publications Supervisor and within a framework of standard policies and procedures. This job class exercises responsibility for the effective receipt, storage and delivery of school and district supplies, equipment and/or foodstuffs and items.

TYPICAL DUTIES

- Assists in the receiving and distribution of materials, equipment, furniture, supplies, print shop orders, and/or food items and supplies delivered to a warehouse site
- Shelves and stores incoming supplies and materials
- Lifts and moves these materials by hand, truck or fork lift to proper location in the warehouse
- Sorts and obtains stock from shelves to fill orders and requisitions for schools, cafeterias, and district offices
- Assists in taking inventory of stock in warehouse or schools
- Moves furniture, equipment, and materials from one location to another
- Loads and unloads delivery trucks and vehicles
- Wraps and packs goods for shipping
- Keeps shelves and materials in a clean, orderly and safe condition
- Assembles items received when necessary
- Assigned to drive truck; making deliveries and pick-ups
- Delivers supplies, stock, equipment, materials, and foodstuffs to district sites and facilities
- Assists with the receipt, storage and disposal of surplus or unserviceable equipment
- Operates forklifts and hand trucks in moving supplies and equipment
- Cleans and maintains warehouse as necessary

Storekeeper I

TYPICAL DUTIES (Cont'd)

- Maintains delivery vehicles in a clean and safe manner
- Assists in the maintenance and upkeep of warehouse records
- Performs other related duties as required

MINIMUM QUALIFICATIONS

- Possession of a valid Class III California Driver's License
- Knowledge of the proper method and techniques for receiving and storing supplies, equipment, foodstuffs, and other materials
- Knowledge of safety rules and precautions used in warehousing, lifting, and carrying, etc.
- Skill to perform mathematical calculations using basic addition, subtraction, multiplication, and division
- Skill to understand and follow both oral and written instructions
- Skill to safely operate a variety of warehouse tools and equipment including hand truck, forklifts, pallet jacks, and furniture dollies
- Ability to meet the physical requirements necessary to successfully perform the required duties
- 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: 21