

Oak Grove School District

JOB TITLE: Storekeeper I

RANGE: 24

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To receive, store, maintain and deliver school and district stock, supplies, equipment, materials, food product, and supplies. Employees in this classification receive general supervision from the Fiscal Manager 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 food products, and supplies.

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 and school sites
- Shelves and stores incoming supplies and materials
- Lifts and moves these materials by hand, truck, or forklift to the 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 warehouses or schools
- Moves furniture, equipment, and materials within the District and its properties, in addition to the Santa Clara County Office of Education, and local vendors
- 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 operate district vehicle(s); making deliveries and pick-ups
- Delivers supplies, stock, equipment, materials, and food products to district sites and facilities
- Assists with the receipt, storage, and disposal of surplus or unserviceable equipment
- Identifies and disposes of faulty furniture/equipment properly
- Operates forklifts and hand trucks when moving supplies and equipment
- Coordinates and assists in cleaning and maintaining the warehouse in a sanitary and safe condition
- Maintains delivery vehicles in a clean and safe manner
- Assists in the maintenance and upkeep of warehouse records
- Delivers and picks up student science camp luggage and supplies
- Provides training in Storekeeper I, job responsibilities/tasks
- Performs other related duties as required within the scope of work

MINIMUM QUALIFICATIONS

- Ability to provide training and certification to district personnel on the safe operation of forklift
- 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
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties
- Skill to operate a motor vehicle safely and responsibly
- Knowledge of the Cal OSHA Hazard Communication Standard
- Ability to read/understand directions and schedules and adhere to route schedules
- Ability to meet the physical requirements necessary to successfully perform the required duties

LICENSE and CERTIFICATES

- Possession of a valid Class C California Driver's License required
- Possession of Forklift Certification required

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Environment: Indoor and outdoor environment; travel from site to site; exposure to waste and infectious materials, noise, dust, grease, smoke, fumes, gasses, and toxic materials.

Physical: Sufficient physical ability to perform moderate or light lifting; walking or standing for prolonged periods of time; bending, stooping, kneeling, crawling; operating motorized equipment and vehicles. Walking for prolonged periods and, driving for extended periods. Significant physical abilities include lifting/carrying/pushing/pulling objects up to 60+ pounds; stooping/crouching, and reaching/handling.

Vision: See in the normal visual range with or without correction; vision sufficient to read printed documents and operate the equipment.

Hearing: Talking/hearing normal conversations, near/far visual acuity. Hear in the normal audio range with or without correction.