

# OROVILLE UNION HIGH SCHOOL DISTRICT

## Job Description

### JOB TITLE: STOREKEEPER

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SALARY LEVEL:	16	DIVISION:	Classified
DEPARTMENT:	School Administration	LOCATION:	School Site
REPORTS TO	Principal		
APPROVED BY:	Board of Trustees	DATE:	6/9/97; Resolution No. 275-97

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**SUMMARY:** Under general direction, supervises or engages in the receipt, storage, control and issuance of District or school supplies and equipment; receives, accounts for and deposits moneys or proceeds received by the school; supervises warehouse or student store operations; issues and maintains school keys and student lockers; responsible for inventory maintenance for district; and does related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other related duties may be assigned.*

- Maintains district inventory for school and office supplies which includes ordering, receiving and allocating.
- Prepare and type annual requisitions, orders, reports, correspondence.
- Maintain office files and records, including perpetual inventory for stock.
- Perform assigned telephone responsibilities.
- Post daily incoming and outgoing school stock.
- Contact vendors for price information.
- Compute discounts and charges on orders.
- Supervise/observe students for grading purposes.
- General bookkeeping functions; deposits, pay bills, etc.
- Prepare cash boxes for special events.
- Display/order proper inventory according to demand/season.
- Prepares and enters student billing on computerized system.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**EDUCATIONS AND/OR EXPERIENCE:** High school diploma or general education degree (GED); any combination equivalent to graduation from high school and at least two years of experience in storekeeping, warehousing, stock control or related work in public agency or business enterprise. Knowledge of computers is essential.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students and individually to parents and other staff members.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to interpret bar graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES AND LICENSES:** California Driver's License (required by the first day of service) First Aid Certificate if preferred.

**OTHER SKILL AND ABILITIES:** Ability to pass a typing test at 35 words per minute. Ability to operate a personal computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform basic accounting work; type accurately, maintain records and files; effectively plan and supervise the work of others; work cooperatively. Ability to perform duties with awareness of all district requirements and board policies.

**PHYSICAL DEMANDS:** The physical demands here 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 individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop or kneel. The employee must occasionally lift and/or move up to fifty (50) pounds such as files or records. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate and it may occasionally be heavy. The employee continuously is interacting with the public, staff and students.

