TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Store Keeper- Food Services **CLASSIFICATION: Classified**
DEPARTMENT: Business Services

BASIC FUNCTION AND RESPONSIBILITY

Under the administrative oversight of the Assistant Superintendent of Business Services, the direction of the designated administrator, and the supervision of the Lead Storekeeper, performs the functions of receiving, shipping, delivery and warehousing for the District's operation. This position is differentiated from the Storekeeper job description in that the primary responsibility of this position is to Food Service, however the position also performs Storekeeper function and other related duties.

ESSENTIAL JOB FUNCTIONS

- Receives, counts, stores and distributes goods, primarily items for Food Services.
- Processes and completes forms, purchase orders, shipping documents, inventory records and vendor documentation, to assure a completed audit trail for all goods.
- Schedules and/or delivers goods or requisitioned stores to sites and departments.
- Moves food, stores, goods or equipment at school sites as required.
- Collects and transports cafeteria receipts and makes bank deposits of same.
- Carries out other duties as assigned.

ADDITIONAL JOB FUNCTIONS

- Assists in shelving and maintaining inventoried stores.
- Assists in rotating stock.
- Assists other Storekeepers with their duties.
- Assists Maintenance personnel as requested and may substitute as a utility person.

PHYSICAL DEMANDS

The physical requirements indicated below are necessary to perform the essential job functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Sufficient vision to read printed material, see distant objects with clarity, judge distances and spatial relationships and identify and distinguish objects.
- Sufficient hearing to hear conversation in person, on the telephone, and hear sounds clearly up to 20 feet.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone and when addressing groups.
- Ability to exert up to 90 pounds of force to push, pull, lift, drag, or otherwise move objects.

- This type of work requires frequent and continuous standing, walking, and sitting for extended periods of time.
- Sufficient mobility to climb ladders, move about the work area, and move between work sites.
- Sufficient manual dexterity to grasp and or manipulate both large and small objects, operate hand tools, and perform filing and record keeping operations.
- Employees in this classification work in warehouse and outdoor environments.

EMPLOYMENT STANDARDS

Requires knowledge of:
Basic methods and principles of shipping, receiving, and warehouse operations.

Requires ability to:
- Read and write at a level sufficient for the performance of assigned duties.
- Understand and carry out oral and written directions.
- Calculate, using simple mathematics, quantities, extensions, and prices of stock that is accounted for in different unit packaging.
- Drive a forklift and delivery truck.
  (Must maintain both a valid California Class C Drivers License and OSHA Lift-Truck Operations Certification during the term of employment)
- Operate light maintenance equipment.
- Work independently with a minimum of supervision.
- Intemperate directions and effectively adjust to new situations.
- Prepare and compile accurate records.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

QUALIFICATIONS

- 1 yr experience in shipping and/or receiving is desirable.