

**CLASSIFIED JOB DESCRIPTION**

---

**STOREKEEPER II**

---

**JOB SUMMARY:**

Under general supervision, is responsible for the operation of the district central warehouse involving receipt, inventory, storage and issuance of supplies; performs other duties assigned.

**ESSENTIAL JOB FUNCTIONS:**

- Receives stock and non-stock items.
- Inspects supplies and equipment.
- Stores equipment and supplies.
- Issues requisitions for equipment and supplies.
- Conducts inventories.
- Operates forklift, electrical/manual pallet jacks.
- Directs helpers (substitute pool).
- Labels district assets greater than two hundred dollars (\$200).
- Maintains adequate inventories.
- Schedules deliveries (each quarter).

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Evidence of successful experience as a stock clerk or warehouseman or its equivalent.
- Ability to deal tactfully and effectively with others; to maintain inventory control; to operate machinery used in warehousing such as the fork-lift; ability to keep accurate records; capable of performing manual labor tasks safely.
- Knowledge of the principles pertaining to the storage, issuance and inventory of supplies and equipment; knowledge of the supplies and equipment commonly used in the school system; knowledge of principles of supervision; knowledge of best methods and practices of storing and warehousing supplies and equipment.
- High school diploma or GED required.
- Ability to do occasional heavy lifting of a reasonable weight up to 100 pounds.

*Classified Salary Schedule: Range 29*  
*BOARD APPROVED: 5/11/88*  
*REVISION DATES: 5/1/90*  
*5/22/96*  
*09/14/22*  
*7/17/23*  
*08/09/2023*