

## STORESKEEPER

### Class Definition

Under supervision, receives, stores, delivers, issues, and maintains a wide variety of tools, equipment, materials, and supplies; maintains related records.

### Distinguishing Characteristics

Storeskeeper is the journey level class in the Storeskeeper series. Incumbents receive, store, deliver, issue, and maintain a wide variety of supplies and maintain inventories, stock records, and files of all stock and supplies. This class is distinguished from Senior Storeskeeper in that the latter is the advanced working/lead level class.

### Typical Tasks

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Checks and verifies quantity and quality of items received against invoices, waybills, and specifications; prepares or assists in preparing requisitions for stock replacements; maintains related document files; certifies receipts for payment.

Issues items from stock in accordance with prescribed methods; maintains supply records and perpetual inventories; posts records of type, quantity, and cost of stock received and issued.

Prepares documents for, enters data into, and retrieves information from computerized records systems.

Assembles and issues orders by requisition; wraps packages and prepares goods for shipment or delivery; makes deliveries; performs minor repairs on tools and equipment.

Prepares various maintenance and cleaning solutions, i.e., mixes, dilutes, etc.

Performs related duties as required.

### Knowledge, Abilities, and Skills

Knowledge of the nomenclature used in stock and inventory maintenance and storage and the ability to acquire such additional knowledge as required to perform the job duties.

Knowledge of use and terminology of tools, supplies, materials, parts, and equipment stocked in the division to which assigned.

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Knowledge of proper safety procedures for materials handling and storage and when handling a variety of parts and equipment, particularly caustic or volatile materials.

Knowledge of routine storeskeeping methods.

Knowledge of routine purchasing, property and inventory records and procedures, and computerized records systems.

Ability to read and write English at a level necessary to perform assigned duties.

Ability to perform arithmetical computations accurately using standard office machines.

Ability to establish and maintain effective working relationships with those contacted in the performance of duties.

Minimum Qualifications

One year of experience as a clerk in a warehouse or storeroom where a variety of materials, supplies, tools, and equipment are kept.

Necessary Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: \_\_\_\_\_

Director of Human Resources

DATE: \_\_\_\_\_

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