TITLE:  Storekeeper Clerk  

SECTION:  Warehouse

DEPARTMENT:  Finance

REPORTING RELATIONSHIP:

Reports to:  Warehouse Supervisor

Supervises the following positions:  Not Applicable

DEFINITION:  Incumbents are responsible for receiving goods and materials and general office support for storekeeping operations.  Duties include reconciling discrepancies between orders with shipments, numeric record keeping, data entry related to materials and inventory, vendor contact, and customer service.

ESSENTIAL FUNCTIONS:

1. Receives, unpacks, counts, and inspects equipment and materials to ensure accurate quantity of received materials; loads and unloads supplies and equipment from trucks; marks materials with stock numbers and places in proper storage areas; completes receiving reports for items delivered to the District, utilizing established procedures.

2. Processes a variety of routine paperwork, packing slips, labels, purchase orders, and/or forms and disseminates to appropriate individual(s);

3. Enters a variety of information related to goods received into applicable database and/or spreadsheet.

4. Reconciles computer-generated issue tickets against hand-written tickets and corrects identified errors.

5. Picks up and delivers materials and supplies to District facilities.

6. Issues materials and equipment to authorized personnel.

7. Cleans, sweeps, and ensures the safety of the warehouse.

8. Monitors applicable supplies; stocks and restocks supplies.

9. Performs other duties of a similar nature or level.

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JOB DESCRIPTION

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Experience: One year of related experience requiring attention to detail; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Knowledge of:
- Warehousing principles and procedures;
- Shipping and receiving principles and practices;
- Customer service principles;
- Safe work practices.
- Data entry techniques;

Abilities:
- Using a computer and related software applications;
- Providing customer service;
- Keyboarding;
- Reconciling data and information;
- Perform data entry;
- Prepare routine reports;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Education: High School Diploma or G.E.D.

PHYSICAL REQUIREMENTS:

1. Sits for prolonged periods of time.

2. Operates a computer workstation and a ten-key calculator.

3. Positions in this class typically require: climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

4. Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

5. Driving: Light

See Human Resources for physical assessment form.