Title: Storekeeper 1

Pay Scale Group: 86L

Essential Function

Under general supervision from higher level storekeeper or administrative supervisor, manages storeroom in receiving, storing and distributing supplies and equipment.

Characteristic Duties

1. Receive shipments, unload stock and check for correct quality and condition; store, issue and deliver supplies and equipment; maintain all related records.

2. Maintain perpetual inventory; requisitions needed stock pending approval of supervisor; rotate stock for most efficient storage; maintain all related records and reports.

3. Maintain clean and orderly storeroom (e.g., seep, dust).

4. Perform related duties based on departmental need.

Unusual Working Conditions

- May be exposed to low temperatures while working with cold storage items. May be required to push and pull heavy non-automatic carts or equipment.

Minimum Qualifications

- Ability to read and write common vocabulary; ability to count, add, subtract, multiply and divide whole numbers; six months experience in receiving and distribution; ability to lift up to 70 pounds and ability to push and pull heavy equipment without aid of automatic equipment. Some positions may require a current valid driver’s license and an acceptable driving record.

Last updated: April 2016