Classification Specification for Classified Service

Title: Storekeeper 2

Pay Scale Group: 94B

Essential Function

Under general supervision from higher level storekeeper or administrative superior, supervises 1-25 employees in receiving, storing and distributing supplies and equipment.

Characteristic Duties

1. Supervise and assign work to employees in the receipt, inspection, storage and distribution of supplies and equipment; trains new employees; enforces policy and procedures.

2. Order supplies, checks for correct specifications and schedules delivery dates for all supplies and equipment.

3. Maintain all shipping, receiving, inventory and employee records.

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; one year 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.