Cabrillo College

STOREKEEPER I/II

DEFINITION

Under general supervision, picks up, unloads, receives, stores, issues, loads, packages, and ships/delivers/distributes materials, supplies, merchandise, books, tools and equipment; maintains and controls inventory; oversees the day to day work of others as required; stocks store or storage locations; returns books, materials, equipment to vendor as required; assists during peak times with floor customer service; operates a variety of material handling equipment; performs related duties as required or assigned.

CLASS CHARACTERISTICS

Storekeeper I is the entry level class in the storekeeping series. Initially under supervision, incumbents perform the more routine duties while learning College policies and procedures and becoming familiar with College warehousing practices. As experience is gained, there is greater independence of action within established guidelines. This class is alternately staffed with Storekeeper II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level class.

Storekeeper II is the experienced class in this series, capable of performing the full range of storekeeping duties. All positions are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances.

EXAMPLES OF DUTIES (Illustrative only)

- Receives materials and supplies necessary for either the entire campus operation and/or a specified segment of the campus, such as the bookstore
- Loads and unloads equipment and supplies from trucks
- Unpacks operational and/or instructional materials, supplies, tools and equipment
- Verifies articles received against packing lists and purchase orders
- Counts or weighs the articles
- Stores articles in prescribed bins, racks, shelves and floor sites
- Packs and ships materials, supplies, tools and equipment (including basic assembly if required)
- Inspects incoming materials for wear, damage or defect
- Notifies the proper persons if repairs or adjustments are required
- Files claims with shippers for shortages and damaged shipments, fills orders from requisition forms
- Performs the clerical checking of incoming goods as they are being received and associated recordkeeping duties in support of the storekeeping function
- Picks and returns books, materials, and equipment as required
- Assists with customer service in bookstore or related operation during peak periods
- Uses an on-line computer system to update and maintain inventory and order data base
- Applies code numbers to material and equipment from existing code systems
- Labels or tags items for storage or tracking as required
- Assists in filing receiving reports and requisitions
- Inventories stock as scheduled or required
- Maintains accurate shipping, receiving, and inventory records
- Labels and tracks assets
- Controls college record storage and disposal
EXAMPLES OF DUTIES (continued)

- Notifies supervisor when supplies are getting low
- Operates standard office equipment
- Operates material handling equipment
- Operates a delivery truck or van for pickup or delivery of campus related supplies or equipment
- Assists mail services as required
- Keeps stock area in a clean and orderly condition
- Directs and provides instruction in work procedures to student assistants or part-time or temporary staff
- Performs related duties as required or assigned

QUALIFICATIONS

NOTE: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

- Methods and practices used in loading, unloading, receiving, storing, issuing and shipping materials, supplies and equipment
- Methods of taking inventories and maintaining inventory records
- Common units of weights and measures
- Use of common hand and power tools and material handling methods
- Basic business data processing applications related to the work
- Business mathematics
- Shipping regulations and current shipping rates for package and freight carriers

Skill in:

- Performing detailed storekeeping work accurately and independently
- Maintaining accurate inventory supply records and files
- Operating material handling equipment such as hand trucks, pallet jacks, and carts
- Safely operating motor vehicles, including trucks and forklifts
- Providing work direction and instruction to student assistants
- Using initiative and sound judgment within established guidelines
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Understanding and carrying out oral and written instructions

Other Requirements:

- Must possess and maintain a valid California driver's license
- Must be willing to work outdoors in a variety of weather conditions
QUALIFICATIONS (continued)

Other Requirements: (continued)

- Must possess dexterity, stamina and physical strength to load and unload materials of various bulk and weight, including lifting materials and supplies weighing up to 70 pounds, and moving heavier equipment with material handling equipment
- Must be willing to work days, evenings and weekends, as assigned

Education and Experience:

A typical way of gaining the knowledge and skills outlined above is:

Storekeeper I: Equivalent to one year of experience in warehousing, storekeeping or stock control activities.

Storekeeper II: In addition to the above, one year of experience in the issuance, receipt and storage of instructional and operational materials and supplies at a level equivalent to the College's class of Storekeeper I.

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