Employment Opportunity

*Storekeeper I
CL04-07 (Bookstore)

(100% categorically funded assignment)

Apply by: Tuesday, April 13, 2004, 4:00 p.m.

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.

Examples of Duties
Under the direction of the Bookstore Manager: 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 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
- 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/assigned

Qualifications

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

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
• 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

Salary

*$2205 to $2431 per month to start, plus fringe benefits; seven-step schedule to $2957 per month plus employer-paid retirement contribution (PERS); *Full time categorically funded assignment, 12 months per year; Monday through Friday, 7:45 a.m. to 4:45 p.m. Position scheduled to begin as soon as possible, pending funding and Governing Board ratification.

* Cabrillo College reserves the right at its discretion to hire classified employees at a higher starting step placement, in acknowledgement of an individual’s previous job-related experience, education and/or relevant other credentials or factors as may be determined. Cabrillo College provides a benefit stipend up to $4,800 per year for employee only and up to $8,508 per year for employee plus one dependent, and $11,664 per year for employee plus two dependents for medical, dental, life insurance and long-term disability insurance.

The Service Employees International Union Local 415 is the exclusive bargaining representative for Cabrillo College classified employees. Each employee hired into a classified position shall
contribute to the administration of this contract by membership dues or service fee or charitable contribution at a rate of 1.255% of gross salary up to $100.00 per month.

How to Apply  Application forms may be obtained through our web site: http://www.cabrillo.edu/services/hr/apps/index.html OR our office location noted below. A signed application and the materials listed below must be submitted to:

CABRILLO COLLEGE, HUMAN RESOURCES DEPARTMENT
6500 SOQUEL DRIVE, APTOS, CA  95003
OR FAX to: (831) 477-3545
Email transmittals are not accepted

*EACH APPLICANT MUST SUBMIT:

a) Completed and signed Cabrillo College application
b) Resume – job related
c) One to three recent letters of recommendation which address the candidate’s ability to perform the duties of this position
d) Criminal History Inquiry Supplemental to Application
e) Current California Driver’s License
f) Current copy of DMV print-out

*If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

Selection Procedure  Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted. An eligibility pool may be established.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

Application Deadline  All application materials MUST be received in the Human Resources Department by: 4:00 p.m., Tuesday, April 13, 2004. (Postmarks or Email transmittals are not accepted.)

Cabrillo College seeks applications from all qualified individuals. It is the continuous goal of Cabrillo College to hire and retain faculty and staff that reflect a population rich in diversity and cultural heritage that will enhance the college district and its students.

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