CHICO UNIFIED SCHOOL DISTRICT
STOREKEEPER

DEFINITION
Under direction of the Director-Nutrition Services, to organize, plan, lead, and assist in the work of staff responsible for providing warehousing and delivery services and activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION EXERCISED
Exercises technical and functional supervision over warehouse staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
• Coordinate the receiving, storing, inventorying and delivery of District supplies, materials and equipment in the warehouse.
• Receive and inspect shipments of merchandise for conformity to purchase orders; document and report shortages, damage, or other discrepancies; prepare backorders and file for shipment at a later date.
• Communicate with vendors; return unwanted merchandise; maintain records of returned merchandise.
• Engrave equipment for identification; maintain records of marked equipment.
• Receive, inspect, document and store surplus material and equipment from District sites for future use or sale.
• Prepare bills of lading and merchandise for shipping.
• Assist in establishing inventory levels.
• Assume responsibility for the proper and safe storage and distribution of all materials and equipment.
• Schedule and direct physical inventory; maintain inventory records and prepare reports.
• Monitor and track assigned budget.
• Ensure security of the warehouse; report any problems to the supervisor.
• Perform minor maintenance on warehouse and equipment; schedule repairs and servicing as required.
• Organize, plan, and lead the work of warehouse staff; train new warehouse employees and substitutes.
• Maintain records of requisitions, purchase orders and deliveries; take and maintain inventory records; prepare various reports on operations and activities.
• Perform general clerical duties, including word processing, filing, and record keeping.
• Maintain shelves and other storage spaces in a clean and orderly condition; maintain cleanliness in the warehouse area.
• Respond to and resolve inquiries and complaints.
• Operate a variety of office machines, such as computers, copiers, calculators, fax machine, and radio.
• Operate trucks, forklifts, and pallet jacks to move, load and unload supplies, equipment and materials safely.
• Perform the full range of duties of the Stock Clerk.
• Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS
Knowledge of:
• Operations, services and activities of a storekeeping and warehouse program.
• Principles of supervision and training.
• Procedures, methods and techniques used in ordering, receiving, storing, inventory, issuance and delivery of materials, supplies and equipment.
• Pertinent laws, codes and regulations.
• Occupational hazards and standard safety practices necessary in the area of warehousing, storage, loading and delivery of materials, supplies and equipment.
• Modern office practices, methods and computer equipment.
• Principles and procedures of record keeping and reporting.
• Mathematical principles.
• Safe driving principles and practices.
Chico Unified School District
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Skill to:
• Operate modern office equipment and input data using appropriate software.
• Type or operate a keyboard at a level proficient for successful job performance.
• Operate forklifts, pallet jacks, and other standard warehouse equipment.
• Operate a motor vehicle safely.
• Communicate professionally and effectively both verbally and electronically.

Ability to:
• Supervise, assign and review the work of warehouse and delivery personnel.
• Assume responsibility for the receipt, storage and distribution of materials, supplies and equipment.
• Effectively wrap and pack articles for shipping and storage.
• Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
• Prepare and maintain accurate and complete records.
• Prepare clear and concise reports.
• Perform accurate mathematical computations.
• Respond to requests and inquiries from staff.
• Understand and carry out oral and written instructions.
• Lift and carry heavy loads.
• Communicate clearly and concisely, both orally and in writing.
• Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
• Effectively manage work time.

Experience and Training Guidelines:
Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:
• Three (3) years of responsible warehousing, storage and inventory experience.

Training:
• Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate:
• Possess and maintain an appropriate, valid driver's license.
• Obtain and maintain a Forklift Certificate by the 5th month of employment is required.

Special Requirements:
Essential duties require the following physical skills and work environment:
• This type of work requires occasional or frequent standing, walking, sitting, and reaching for extended periods of time.
• Ability to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time.
• Facility to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
• Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the
• Manual dexterity to operate a telephone and enter data into a computer.
• Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
• Ability to exert up to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.
• Exposure to cold, heat, wet, humidity, or windy conditions caused by weather may occasionally be experienced.
• Ability to work in a standard office environment.
• Persons performing service in this position classification will exert 25 – 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
• This type of work may involve ascending and descending ladders, stairs, scaffolding and ramps.