

## **SWEETWATER UNION HIGH SCHOOL DISTRICT**

### **CLASS TITLE: STOREKEEPER**

#### **BASIC FUNCTION:**

Under the direction of an assigned administrator, plan, coordinate and supervise District warehousing operations and distribution activities including receiving, processing, storing and issuing of District supplies and equipment; schedule, assign and oversee routine and special deliveries of District supplies and equipment; train, schedule and supervise assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize, supervise and participate in District warehousing operations and distribution activities; assure timely delivery of supplies, materials and equipment; schedule warehouse and delivery activities; assure compliance with established safety procedures and guidelines.

Supervise and participate in the receiving, unloading and inspection of shipments for damage and conformity to purchase order specifications and packing slips; contact vendors regarding shortages, damaged goods or other discrepancies; assure proper identification, marking and storage of merchandise.

Schedule, assign and oversee routine and special deliveries of supplies, materials and equipment; assure accuracy and completeness of outgoing deliveries; oversee proper filling, marking, loading and delivery of shipments; process and direct equipment transfers.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignments, termination and disciplinary actions; prepare schedules and staffing assignments to assure proper coverage.

Coordinate and participate in the performance of periodic and annual physical inventories; conduct physical inventories; maintain inventory of warehouse equipment and supplies; submit requisitions for supplies as necessary; recommend items for discontinuation.

Communicate with District personnel, vendors and various outside agencies to coordinate activities and resolve issues or concerns; respond to inquiries and provide information to other departments, school sites and outside vendors and suppliers.

Prepare and maintain a variety of records and reports related to assigned activities; establish and maintain filing systems.

Operate a variety of warehouse and office equipment including a forklift, pallet jack, dolly, postage meter, calculator, fax machine, copier, computer and assigned software.

Collect monies from various District departments as directed; count and verify monies received; prepare related paperwork.

Drive a vehicle to make routine deliveries as needed.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Warehouse operations, procedures, equipment and terminology.  
Use and terminology of requisitions, purchase orders, invoices and other warehouse documents.  
District organization, operations, policies and objectives.  
Principles and practices of supervision and training.  
Methods of storing equipment, materials and supplies.  
Proper methods of loading and unloading of trucks.  
Applicable laws, codes, regulations, policies and procedures.  
Space utilization and inventory techniques.  
Operation of warehouse equipment including forklifts, hand trucks and pallet jacks.  
Operation of a variety of office equipment including a computer and assigned software.  
Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.  
Proper lifting techniques.  
Health and safety regulations.  
Basic math.

**ABILITY TO:**

Plan, coordinate and supervise District warehousing operations and distribution activities including receiving, processing, storing and issuing of District supplies and equipment.  
Schedule, assign and oversee routine and special deliveries of District supplies and equipment.  
Train, schedule and supervise assigned personnel.  
Operate a forklift, pallet jack, hand truck and other equipment utilized in the warehouse.  
Utilize space efficiently and effectively.  
Take inventory and maintain accurate control systems.  
Operate a variety of office equipment including a computer and assigned software.  
Understand and follow oral and written instructions.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Plan and organize work.  
Prioritize and schedule work.  
Meet schedules and time lines.  
Maintain records and prepare reports.  
Observe health and safety regulations.  
Add, subtract, multiply and divide quickly and accurately.  
Perform heavy physical labor.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years increasingly responsible warehouse experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.  
Valid Forklift Certification.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Warehouse environment.  
Driving a vehicle to conduct work.  
Regular exposure to fumes, dust and odors.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and a variety of warehouse equipment.  
Hearing and speaking to exchange information.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.  
Walking.  
Lifting, carrying, pushing and pulling heavy objects as assigned by position.  
Reaching overhead, above the shoulders and horizontally.  
Bending at the waist, kneeling or crouching.  
Climbing ladders to reach supplies and equipment.  
Heavy physical labor.

**HAZARDS:**

Working around and with machinery having moving parts.  
Working at heights.  
Fumes from vehicle and equipment operation.

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*